

Jefferson City School District

Employee Wellness

Incentive Plan

2024 / 2025

Happy. Healthy. Engaged Employees.



Wellness is an active process of becoming aware and making choices toward a healthy life. Wellness is also a process for change and growth. We all face a number of challenges and stress that over time put us at risk of experiencing distress and burnout, which eventually can lead us down a path of poor health or disease. As a result, we must engage in active attempts to manage these challenges and demands through ongoing self-care efforts. Failure to do so may result in harm to ourselves and our families.



Self-care is the active participation of enhancing your physical, mental, emotional, and spiritual health, as well as, quality of life. It can alleviate some of your stress. It is important to maintain both the physical and mental components of self-care in order to achieve an overall state of wellness. JC School District is committed to being a partner with you on this journey. We strive to provide a framework that supports and enhances employee wellbeing that frees, fuels and inspires people. When our employees are well, so is our organization.

We have a 2 Tier Wellness Incentive Program. The program provides a cash incentive and insurance premiums discounts.

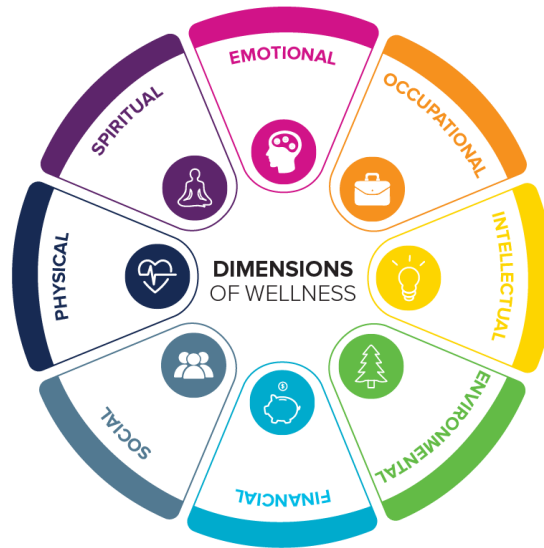
Tier 1—Possible \$200.00 Bonus: All JC School District Employees that are benefits eligible can participate in Tier 1 even if you do not elect our insurance. Tier 1 is a one time \$200.00 payment in May when the below is completed during the Wellness time period which is currently set from August 1st to April 15th.

- * Complete the UMR Health Risk Assessment (cHRA) online anytime prior to November 30th
- * Participate in Wellness activities to earn a total of 300 points by April 15th
- * Points collection starts after the date the cHRA is completed

Tier 2—Possible \$360.00 Bonus: All JC School District Employees who are currently enrolled in the JC School District medical insurance program are eligible. You get a \$30.00 monthly discount on your insurance premiums. If you wish to take it a step further you can also add in the benefits of Tier 1 for an additional \$200 payout in May, giving you a total bonus of \$560.00.

****Note: If you elect the employee only HSA medical plan, you will receive a \$5 premium reduction and the remaining \$25 incentive will be deposited to your Health Savings Account (established with Central Bank)***

- * Complete the UMR cHRA online between February 1st and March 31st
- * New employees will have 60 days from date of hire to complete the CHRA.
- * Employees hired after 12/1 of the current school year will be notified of the wellness program during the biometric information sent out in January
- * Complete the biometrics screening during the biometrics event held in March
- * Can include all benefits and requirements of Tier 1



Physical Wellness: involves creating and maintaining a health, strong body through education, activity, nutrition, sleep, managing stress, quitting smoking and receiving preventative medical and dental care. This part of your wellness wheel can be strengthened through attending a health class, finding healthcare providers you trust, keeping scheduled appointments with healthcare providers and having an accountability partner like a wellness coordinator

Mental Wellness: encompasses maintaining cognitive function, managing emotions, and seeking support when needed. Supporting mental wellness in the workplace can improve concentration, creativity, and problem-solving skills, leading to higher productivity and job satisfaction.

Social/ Emotional: involves assessing your mood day to day and using self-care skills such as getting enough sleep to progress toward integrity, respect, balance, compassion and accountability. This area of your wellness wheel can be strengthened through attending a self-care class, support groups, utilizing EAP, socializing, performing acts of community service and developing an attitude of gratitude.

Spiritual Wellness: involves a sense of meaning and purpose in life. This part of your wellness wheel can be strengthened through attending spiritual services, practicing mindfulness, and/or developing an attitude of gratitude. Whatever your preferred approach, these activities can give you a sense of peace, harmony, serenity, faith, trust and an understanding of your beliefs, values and ethics

Environmental Wellness: involves creating and maintaining work and home environments that provide good nutrition, a sense of organization, peace, health and clear thinking. This part of your wellness wheel can be strengthened through meal planning, attending whole foods support groups, and working with a wellness coordinator. Attending a cooking class, participating in a decluttering campaign, cleaning house regularly including recycling and volunteering to clean up your neighborhood.

Intellectual Wellness: involves critical thinking, curiosity and creativity. This part of your wellness can be strengthened through professional growth and self-development. Seek out educational opportunities such as reading for pleasure, continuing education, TED talks, pursue a new interest or hobby

Occupational Wellness: centers on finding satisfaction and fulfillment in one's work, balancing career goals with personal values, and striving for professional growth.

Financial: involves taking steps to live within your financial means and plan for a financial health. This area of your wheel can be strengthened through financial education, budgeting, short-term and long-term financial goal setting, investment opportunities and creating an emergency fund

In summary, the eight pillars of wellness are essential for creating a healthy, supportive, and thriving workplace environment. By addressing each pillar, organizations can enhance employee well-being, satisfaction, and productivity, ultimately contributing to their long-term success and sustainability.

Tier 1 \$200.00 Bonus: cHRA and Wellness Events

Step 1: Online Clinical Health Risk Assessment (cHRA)

Complete your Clinical Health Risk Assessment (cHRA) anytime prior to November 30th, in order to participate in Tier 1 of the Wellness Program. Points collection will start after the date of cHRA completion. Completing the cHRA takes about 20 minutes. The cHRA is an online questionnaire that will assess your lifestyle habits, readiness to change, preventive health care, cardiac risks and health concerns. Please click on the below links to the most current directions on completing your cHRA.

[How to Create a cHRA Account](#)

[Medical Insurance cHRA Instructions](#)

[Non-Medical cHRA Instructions](#)

Step 2: Participate in Wellness Events

Participate in wellness events hosted by the District or personal workouts and earn a minimum of 300 points. Log your events in the Google tracking form, set up by your Building Champion. Wellness events that are completed during the months of August to April will be counted toward the current wellness year.

- *Must complete the requirements of Tier 1: Step 1 to move onto Tier 1: Step 2.
- *Must remain benefits eligible during wellness calendar of participation.
- *Points accumulation window will be from August 1st to April 15th. A total of 300 points will be needed in order to receive the \$200.00 payout in May
- *Incentive will be placed on your May check or in your HSA per instructions provided by HR during the month of April to receive funds
- *Employee must be employed & benefits eligible on date of payout to receive incentive.
- *Points earned outside of the timeframe for the wellness calendar will not be counted for credit
- *Deadline to participate in Tier 1 is November 30th for current and new employees. cHRA completed after that date will not be counted and completed again during the biometrics program for next year.

Tier 2 \$360.00 Bonus: Biometrics, CHRA

Step 1: Online Clinical Health Risk Assessment (cHRA)

Complete your Clinical Health Risk Assessment (cHRA) anytime prior to November 30th, in order to participate in Tier 1 of the Wellness Program. Points collection will start after the date of cHRA completion. Completing the cHRA takes about 20 minutes. The cHRA is an online questionnaire that will assess your lifestyle habits, readiness to change, preventive health care, cardiac risks and health concerns. Please click on the below links to the most current directions on completing your cHRA.

[How to Create a cHRA Account](#)

[Medical Insurance cHRA Instructions](#)

Step 2: Biometrics Screening

Complete your biometrics screenings which is held in March. A 10-12 hour fast is recommended for accuracy of screenings. All participants are encouraged to drink water and take morning medications prior to screening. Biometrics will consist of the following screenings: fasting blood draw.

*Completing your registration forms ahead of time prior to the screenings will help speed up your visit. Those forms will be available in January to be completed prior to the March biometrics screenings

*Register Online for your biometrics screenings by picking your date and time. Link for registration will be sent at time of signup to your school email address and posted in the Wednesday Wire

*Those exempt from the biometric screening includes those that are pregnant, anyone under going a medical treatment that would influence their lab results or on FMLA. Please contact Wesley Lochhead if you feel you need to ask for an exemption

*If you wish to obtain your biometric screening from your physician, have your physician complete the physician form located on UMR website.

*Employees wishing to participate in wellness for the next year will need to have a biometrics evaluation completed. New employees hired between December and March will need to have the biometrics screens completed. Employees hired between April and November are not required to complete the biometric screenings.

*Biometric screenings including labs and physician visits will only be accepted if completed after January 1st and prior to March 30th of the current wellness year. If screenings from primary care physician were completed prior to the window of time listed those values will not be accepted and will need a new screening performed.

*Information regarding biometrics screenings will be sent starting in January for details, sign up, location and times. This information will be shared through school email, Wednesday Wire, Building Champions and Wellness Website.

Activity Name	Points	Description	Maximum Points
CHRA	Required for Tier 1 and/or Tier 2		
Biometrics	Required for Tier 2		
Physical Workouts	5 points for 30 min	Must be fitness related, not yard work or labor of other kinds	100
Cardio Challenge	40		40
Wellness Quizzes	10		40
Reading / Audiobooks		Please see Page 7 of Wellness Manual for book requirements	50
CPR/First Aid	15		15
Flu Shot	10		10
Individual Building Programs	10	Programs / Events your building will offer	40
Tobacco Cessation	30		30
Tobacco Free	10		10
Wellness Talks	20		40
Preventative Care	25	Please see page 7 of Wellness Manual for preventative screens that could be accepted	100
District Challenge #1	60	Possible additional 40 points available for this event Stay tuned for details	100
District Challenge #2	75		75
District Challenge #3	25		25
Total Points Possible			675

Point System Details

How to enter and view points earned for events attended

To begin logging your points you will request a Google form from your building champion. They will assist you with learning how to fill it out. If an error is made contact your building champion and/or Wesley Lochhead to make the correction.

Programs Available as Part of the Wellness Calendar Year

Preventative Care (100 points)

This would involve doing yearly preventive checkups with your primary care physician, eye doctor, dentist, mammogram, yearly OB/GYN, prostate exam, colonoscopy, preventative cancer screening, preventative cardiology screens, counseling visits. Chiropractic, urgent care, or acute illness (cold, flu, sore throat, ear pain,...etc) do not count towards a preventive screen. Please reach out to Wesley Lochhead to verify if a screen will count

District Challenges (200 points)

Programs that anyone in the District may participate in. The programs will vary in length of time, but they will consist of nutrition and physical activity. A program may be a competition and give prizes. Some programs are competing with another building. Some programs are purely educational.

Physical Workouts (100 points)

These are considered an exercise that you would do above and beyond your daily work routine. These will range from a group exercise classes, walk / run, lifting, yoga, etc. Must be fitness related not yard work or labor of other kinds

Cardio Challenge (40 points)

Participation in group workout on district grounds with community gym partners

Reading / Audiobooks (50 points)

Take time for yourself to sit down and read / listen to some books. Books read to students in classroom do not count towards awarded points. No requirement on size or genre of book, no magazines or textbooks will be accepted for points. Podcasts accepted if related to TED talks regarding wellness. Leisurely reading encouraged

CPR/First Aid Certification (15 points)

Flu Shot (10 points)

Individual Building Programs (40 points)

These are programs that are for you to participate in with your fellow staff members. These programs will vary based on the monthly wellness topic. The programs are designed and implemented to help you stay focused on your health and to enjoy the socialization with your building.

Tobacco Cessation (30 points)

If you currently use a form of tobacco and you are looking for a way to stop. There are smoking cessation classes available for you to participate in.

Tobacco Free (10 points)

If you do not use any type of tobacco then you will be rewarded with points toward your reward

Wellness Talks (40 points)

We will offer 2 different talks where professional speakers will come and share with us about ways we can improve our wellness. The topics will be based on various wellness topics. The talks will also be recorded to view online.

Wellness Quizzes (40)

Online quizzes will be based on various wellness topics. They will be short quizzes through Google Forms with information to educate you on the wellness topic for the month.

Support Groups

Employee Assistance Program (EAP)

EAP is counseling and referral service staffed by a team of licensed mental health professionals at Capital Region Medical Center, and is designed to help you with your personal, job or family problems. It is free, voluntary and confidential. Employees are eligible for up to 6 free visits per household per year. Some common concerns brought to EAP can include:

Family	Marital Stress/Anxiety	Depression
Eating Disorders	Alcohol/Drug Abuse	Job Related Problems
Legal/Financial Concerns	Grief/Loss	

Note: Due to the confidential nature of EAP visits, points will not be tracked or awarded. However, we want all JC School District Employees and their dependents to be aware of and take advantage of this wellness benefit.

Call Capital Region Medical Center at 573-632-5560 for more information or to schedule an appointment

Other Possible Support Groups

Wellness isn't just about the physical aspect of the body but also the mental and spiritual part as well. If there is a support group you feel should be created, please feel free to reach out to Wesley and he can talk it over with you to see if this is something we can offer district wide or help you start the program yourself and offer to fellow co-workers with similar interests. Please know that wellness can be anything that betters your physical, mental, and spiritual wellbeing. Employees are more than welcome to start their own support group as long as it is in line with district expectations.

Local Gym Support Groups

JC School District has teamed up with the YMCA, The Linc, and Healthplex to offer our employees the ability to join a gym at a corporate rate. This is open to all employees part time and full time even if you do not participate in wellness. You only need to show a current pay stub and name tag to verify employment in order to join at the corporate rate. Please visit the Wellness website for more information on membership costs and opportunities for classes. You may also follow-up with Wesley our Wellness Coordinator.

Frequently Asked Questions

1. How do I log my activities for the wellness program?

Contact your Building Champion, they will then create a Google form and log sheet. The log sheet and form will be used to track your activities

2. How do I save and use my Google form?

You will receive an email with a link to your Google form after it is created by your Building Champion. Entries will auto save. If you make an error reach out to your Building Champion

3. How do I make sure I get my \$200 bonus for participating in the wellness program?

In order to be eligible for the bonus the following requirements must be met: Completion of CHRA, and Completion of the 300 points

4. How many points are needed to earn the \$200.00?

300 points, please see point value table and refer to wellness website for upcoming events

5. How long do I have to earn the 300 points?

August 1st to April 15th, each school year

6. I am a new employee how do I go about joining the wellness program during the school year since I missed the biometrics screening in March?

Employees that start between August and November of the current school year can join the program by completing the CHRA and earning their 300 points by April 15th. New employees are not required to complete the Biometrics until offered again in March

7. What if I completed my biometrics in March but did not complete my CHRA am I still eligible to participate in the program in the monthly insurance premium reduction?

No, both items must be met prior to the deadline to be eligible for the monthly insurance premium discount.

8. I missed the biometrics screening dates. How do I get that completed to still participate in the wellness program?

Please bring the "UMR Physician Lab Form" to your physician for completion and then upload directly to the UMR website prior to the March 31st deadline. You can also attend the make up day for biometric screenings prior to March 31st. If you need help uploading the document please reach out to Wesley.

9. I didn't check my email for wellness information and did not get items completed in time, is there an exception to still join the wellness program for the current year?

Deadlines are set and information sent to staff in many ways, from flyers, Wednesday Wire, e-mail, and Building Champions. If deadlines are missed unfortunately there are no exceptions but you will still have the opportunity to join next year.

10. I cannot remember if I completed my CHRA, how do I verify it is completed?

Please log into the UMR website and click on the button for "Check your wellness activities", this will take you to the wellness page. On this page on top of the middle column it would read "Take CHRA" or "Congratulations!, you have completed your assessment"

11. School year has started already and I would like to join the wellness program is it to late?

To participate in Tier 1 of the wellness program, the CHRA for both current and new employees will need to be completed by November 30th. This date has been selected as it still allows the opportunity to get the required 300 points for the \$200.00 pay out in May.

*****Information in this Wellness booklet is subject to change along with dates, events, and requirements. If a discrepancy is found, information will be evaluated at time of question. Please reach out to Wesley Lochhead if you have any questions***

NOTICE REGARDING WELLNESS PROGRAM (ADA)

JC Wellness is a voluntary wellness program available to all employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete an online CHRA that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening, which will include a blood test for HDL, LDL, Triglycerides, Total Cholesterol, Fasting Glucose. You are not required to complete the inquiries or to participate in tests or other medical examinations.

However, employees who choose to participate in the wellness program and elect to carry our insurance will receive an incentive of a \$30/mth insurance premium discount during the current benefit period. Although you are not required to complete the inquiries or participate in the screenings, only employees who do so will receive the \$30/mth insurance premium discount.

Additional incentives of up to \$200 may be available for employees who participate in certain health-related activities and who are currently benefits eligible even if they did not elect the insurance. In order to receive the additional \$200 incentive, you must complete various wellness activities hosted by the District and accumulate at least 300 points within the timeframe of August 1st to April 15th of each year. If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wesley Lochhead, Wellness Coordinator, 573-659-3254

The information from your inquiries and results from your screenings will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program. You also are encouraged to share your results or concerns with your own doctor.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Jefferson City School District may use aggregate information it collects to design a program based on identified health risks in the workplace, JC Wellness will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information is (are) you, your physician (if requested), and UMR, in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wesley Lochhead, Wellness Coordinator, 573-659-3254



Wellness Coordinator

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