

Jefferson City School District

Employee Wellness

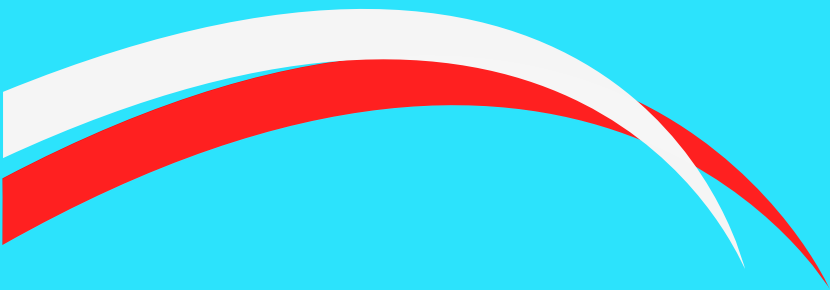
Incentive Plan

2021 / 2022

Happy. Healthy. Engaged Employees.



Wellness



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

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 January 1st and March 31st
- * New employees will have 60 days from date of hire to complete the CHRA
- * Complete the biometrics screening during the biometrics event held in March
- * Can include all benefits and requirements of Tier 1

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

Emotional/Social wellness 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.



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

Financial wellness 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

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, 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.

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

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. If you are a new employee you will have until November 30th to complete the CHRA in order to participate in the current wellness year. 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.

HOW TO CREATE AN ACCOUNT

To get started, visit member.tpa.com on your desktop computer or tablet device. Click **Login/Register** to open an account.

HELPFUL HINTS

When you register to use your online services for the first time, you will need to know the subscriber's Social Security number. When prompted, make sure to enter your group number (**76410722**, no dashes) and Social Security number with no dashes and no spaces.

You will need to provide a valid email address when you register. We may use email to send you important information or reminders about your benefits. If you do not have an email account, you can set up a free account through websites such as Yahoo (mail.yahoo.com) or Google (gmail.google.com).

Make sure you select a username and password you can remember and write it down some place safe. You will need these when you log in again in the future. If you can't remember your username and password, or if it has been longer than a year since you last logged in, you will need to re-register.

COMPLETE YOUR CHRA

After you've successfully logged in to your online services on member.tpa.com, you can complete your CHRA at any time that is convenient to you. But remember, you must submit your completed CHRA between within 60 days of your hire date or during the timeframe given to complete this information if a current employee to participate in the wellness program.

To begin your CHRA:

1. Select the **Take a CHRA** shortcut tile, located toward the bottom of your member home page.
2. Select the **Get started!** button from the wellness activity center landing page; If you are not redirected, please check to see if a new tab or page has opened.
3. Under **Clinical health risk assessment (CHRA)**, press the **Start** button.
4. After answering all the questions in the CHRA, make sure to hit **Submit**. Your CHRA is considered incomplete until it is submitted, and we will be unable to process your results.

Note: When you are done, it's time to view your report. You will also receive the results of your CHRA in the mail about 2 weeks after completing both your assessment and biometrics. Your results will tell you your personal wellness score, health status and risk for developing a disease in the future.

If you experience technical issues, such as difficulties with your browser or pop-up blocker settings, please call our technical support team with UMR at 866-922-8266.

If you need help registering for umr.com or completing your CHRA, you can reach us in the following ways:

1. Select **Contact us** from the top of the screen after you log in. Then choose **Wellness Program** from the dropdown menu in the subject of the email form. A specialist will contact you within two business days.

Tier 1 \$200.00 Bonus: CHRA and Wellness Events cont..

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's completed after that date will not be counted**

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		100
Cardio Challenge	50		50
Heart Challenge	25		25
CPR/First Aid	15		15
Flu Shot	10		10
Health Coaching or Other form of Lifestyle Program	25	Personal Training, Weight Watchers, etc	25
Individual Building Programs	10	Programs that your building will offer monthly	70
Tobacco Cessation	15	You may submit 2	30
Tobacco Free	10		10
Wellness Talks	10		80
Preventative Care	25	Going to your Physician for: Well check Eye Doctor Dentist Other Screens	100
District Challenges	50	4-8 week program	100
Total Points Possible			615

Tier 2 \$360.00 Bonus: Biometrics, CHRA

Step 1: Online Clinical Health Risk Assessment (CHRA)

Complete your Clinical Health Risk Assessment (CHRA) during the months of January to March. If you are a new employee you will have 60 days from the date of hire to complete the CHRA in order to participate in the current wellness year. 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.

HOW TO CREATE AN ACCOUNT ON UMR.COM

To get started, visit umr.com on your desktop computer or tablet device. If you already have an account, simply select **Login/Register** and enter your username and password. Or, if it's your first time visiting us, click **Register** to open an account.

HELPFUL HINTS

When you register to use your online services for the first time, make sure you have your UMR member ID card handy. You will need your **member ID number** and **group number (76410722, no dashes)** to enroll, and you can find this information on the front of your ID card.

You will need to provide a valid email address when you register. We may use email to send you important information or reminders about your benefits. If you do not have an email account, you can set up a free account through websites such as Yahoo (mail.yahoo.com) or Google (gmail.google.com).

Make sure you select a username and password you can remember and write it down some place safe. You will need these when you log in again in the future. If you can't remember your username and password, or if it has been longer than a year since you last logged in, you will need to re-register.

COMPLETE YOUR CHRA

After you've successfully logged in to your online services on umr.com, you can complete your CHRA at any time that is convenient to you. But remember, you must submit your completed CHRA between **February 1, 2020 and March 31, 2020** to participate in the wellness program.

To begin your CHRA:

1. Select the **Take a CHRA** shortcut tile, located toward the bottom of your member home page.
2. Select the **Get started!** button from the wellness activity center landing page; If you are not redirected, please check to see if a new tab or page has opened.
3. Under **Clinical health risk assessment (CHRA)**, press the **Start** button.
4. After answering all the questions in the CHRA, make sure to hit **Submit**. Your CHRA is considered incomplete until it is submitted, and we will be unable to process your results.

Note: You can also complete your CHRA on your mobile device. Simply log in to umr.com, select **Health center** from the main menu and choose the **Wellness activity center** button. When you are done, it's time to view your report. You will also receive the results of your CHRA in the mail about 2 weeks after completing both your assessment and biometrics. Your results will tell you your personal wellness score, health status and risk for developing a disease in the future.

If you experience technical issues, such as difficulties with your browser or pop-up blocker settings, please call our technical support team with UMR at 866-922-8266.

If you need help registering for umr.com or completing your CHRA, you can reach us in the following ways:

1. Select **Contact us** from the top of the screen after you log in. Then choose **Wellness Program** from the dropdown menu in the subject of the email form. A specialist will contact you within two business days.

Tier 2 \$360.00 Bonus: Biometrics, CHRA, and Wellness Events cont..

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: Measurements for height, weight, waist, hips, and blood pressure. There will also be a 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 results or on FMLA. Please contact Becky 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 January and March will need to have the biometrics screens completed. Employees hired between April and December 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 the end of March. 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 certain times scheduled when Becky is at your buildings to help with biometrics/CHRA questions.

Step 3: Participate in Wellness Events as listed in Tier 1

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.

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. You will have a log sheet that is specific to your form and it will automatically add your points upon entry. The Google point sheet will be a separate document. If an error is made contact your building champion and/or Becky Pfenenger to make the correction.

Programs

Preventative Care (100 points)

This would involve doing yearly preventive checkups with your primary care physician, eye doctor, dentist, chiropractor, EAP, etc... Visits to urgent care, or acute illness (cold, flu, sore throat, ear pain,...etc) do not count towards a preventive screen.

District Challenges (100 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 class, a walk/run, lifting at home or a gym, yoga, etc.

Cardio Challenge (50 points)

A one day event where everyone will come together and enjoy workouts brought to us by local gyms.

Heart Challenge (25 points)

We partner with the American Heart Association for this challenge. We will give daily education on heart health, and at the end of the program we will have a family fun walk/run.

CPR/First Aid Certification (15 points)

Flu Shot (10 points)

Health Coaching or Other Form of Lifestyle Program (25 points)

This is something that you pursue on your own. Working with a nutrition counselor, JC School District Wellness Coordinator, working with a personal trainer, participating in a program such as Weight Watchers. Essentially, a program that you invest in to help you reach your health goals.

Individual Building Programs (70 points)

These are programs that are for you to participate in with your fellow staff members. These programs will vary from a guest speaker, a water challenge, a step challenge, a recipe swap etc....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 time of tobacco then you will be rewarded with points toward your reward

Wellness Talks (80 points)

We offer 8 different talks where professional speakers will come and share with us about ways we can improve our wellness. The topics will range from sleep, nutrition, retirement planning etc..

Support Groups

Employee Assistance Program (EAP)

EAP is counseling and referral service staffed by a team of licensed mental health professionals, 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 3 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 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 Becky and she 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 better your physical, mental, and spiritual wellbeing. Possible ideas of support groups you can form could include:

Kitchen 101—meetings that explore meal planning, making a grocery list, staying on budget and learning new family friendly recipes. Participants can be given a grocery lists, recipes and will observe a demonstration of each recipes. Classes can be offered in various buildings throughout the district.

Diabetes 101—meetings that explore ways to help manage diabetes, and even newly diagnosed diabetics. This would allow you to share with fellow co-workers tips and tricks on managing diabetes and maybe even share new ideas help others.

Chronic Disease Self-Management 101—meetings that teaches each other the skills on how to successfully manage their chronic conditions and ways to take control of their health. This is a good way to meet with co-workers who share similar ideas with tips, tricks, and new ideas to help manage your health

Smoking Cessation 101—have you thought about stopping smoking but not sure where to start. Gathering with some of your peers who have the same thoughts as you could help you reach your goal.

Local Gym Support Groups

JC School District has teamed up with the YMCA and The Linc 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 Becky 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 bonus for participating in the wellness program?

In order to be eligible for the bonus the following requirements must be met: Completion of CHRA, Completion of biometrics screening; 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?

No, before points can be earned both items must be completed

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

Please refer to the forms section of the wellness site and bring the "UMR Physician Lab Form" to your physician for completion and then upload directly to the UMR website. If you need help uploading the document please reach out to Becky.

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 Becky Pfenenger if you have any questions***

2021/2022 Building Champions

<u>School</u>	<u>Name</u>
Belair	Sarah Wagenecht
Callaway Hills	Kaylee Hubbs
Cedar Hill	Sarah Rosslan
East	Erika Davis
Gordon	Shelley Kleene
Lawson	Casey Womack
Moreau Heights	Shannon Gann
North	Katie Hudson
Pioneer Trail	Tara Verslues
South	Peggy Gretlien
West	Melissa Korte
SWECC	Lisa Anthony
LC	Heather Masters
LC	Christina Dixon
TJ	Kara Coleman
TJ	Kate Leary
CCHS	Aubrey Moss
CCHS	Lance Johnston
JCHS	Kim Baird
JCHS	Dulce Stevens
JCAC	Wanda Holtmeyer
Nichols	Stacy Buschman
Dix Road	Jen Huckstep
Central Office	Mindie Friederich
Maintenance	Regina Kuster

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 Becky Pfenenger, 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 Becky Pfenenger, Wellness Coordinator, 573-659-3254



Wellness Coordinator

Becky Pfenenger

Certified Personal Trainer / Health Coach

Office: 659-3254

E-Mail: becky.pfenenger@jcschools.us



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