

## NOTICE REGARDING WELLNESS PROGRAM

The Tacoma Employee Wellness Program 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 Tacoma Employee Wellness Program you will be asked to complete a voluntary health risk assessment or "HRA" through the Virgin Pulse wellbeing platform, which is called a "Health Check." This assessment asks a series of questions about your lifestyle, health numbers, and diagnosed conditions. You will also be encouraged to participate in certain health-related activities called "Journeys" or "Track" through the Virgin Pulse wellbeing platform. You are not required to complete the Health Check or participate in Journeys or Track activities.

However, employees who choose to participate in the wellness program will receive incentives for meeting certain requirements listed below. Although you are not required to complete the Health Check or participate in Journeys or Track activities, only employees who do so will receive the wellness incentive (except for employees who hire between June 1<sup>st</sup> and September 30<sup>th</sup> of an incentive cycle, as they are less likely to be able to meet the program requirements). These individuals are provided the incentive when hired but required to meet the program requirements to earn future incentives.

YEAR	REQUIREMENT OPTIONS	WELLNESS INCENTIVE	
<b>2021</b>	<p><b>Employees must complete the following between October 1, 2020 – September 30, 2021 to earn the wellness incentive for 2022.</b></p> <ul style="list-style-type: none"> <li>• Complete the Health Check</li> <li>• Complete two of three below activities:                             <ul style="list-style-type: none"> <li>○ Track healthy habits 20 days in a month</li> <li>○ Track steps or active minutes 20 days in a month</li> <li>○ Complete a Journey</li> </ul> </li> </ul>	<p>Employees who meet the Wellness Program 2019 Incentive Requirements will receive the following credit:</p> <p><b>\$20 per month credit</b> toward their premium contribution for medical insurance coverage under the Regence and Kaiser Permanente Traditional Plans</p> <p style="text-align: center;">OR</p> <p><b>\$40 per month credit toward</b> their premium contribution for coverage under the Regence High Deductible Health Plan (HDHP) with a health savings account (HSA)</p> <p><u>Contributions to HSA Accounts:</u> Employees who elect an HDHP with HSA plan option, will <u>additionally</u> receive contributions to an HSA from the City, which will be prorated per pay period throughout the plan year. Employees participating in the Wellness Program will receive a <b>higher contribution</b></p>	
		<div style="display: flex; justify-content: space-around;"> <span>WITH WELLNESS</span> <span>WITHOUT WELLNESS</span> </div>	
		Employee Coverage	<b>\$1,250/year</b>
Family Coverage	<b>\$2,500/year</b>	\$1,000/year	

If you are unable to participate in any of the health-related activities 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 your Wellness Coordinator at 253-591-5200 or [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org).

The information from your Health Check 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, such as identifying certain journeys a participant may want to explore. 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 the City of Tacoma may use aggregate information it collects to design a program based on identified health risks in the workplace, the Tacoma Employee Wellness Program 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.

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 is obligated to abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information is Virgin Pulse in order to provide you with services under the wellness program through the health portal.

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. Virgin Pulse only shares aggregate information it collects across the whole City of Tacoma population to assist the City with designing a program based on identified health risks in the workplace. 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 your Wellness Coordinator at 253-591-5200 or [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org).