



May 1, 2019- April 1, 2020

Notice of Employer-Sponsored Wellness Programs

NOTICE REGARDING WELLNESS PROGRAM

Dublin City Schools has 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. The program below is optional to all employees and you are not required to participate in the exams, screenings or other medical examinations. Employees who choose to participate in the wellness program can earn a maximum of \$100 in Kroger Gift Cards for the following activities:

2019 – 2020 Quick Reference Guide



Choose any combination of activities to reach \$100 maximum in Kroger gift cards!

Please use this checklist to verify that you have completed the requirements to receive your 2019 - 2020 incentive. Details are located on the employee wellness website in the Wellness Program Guide.

The qualifying period for submission is **May 1, 2019 to April 1, 2020**. All required documentation must be submitted by **April 1, 2020** to qualify. Please print clearly on all forms and keep a copy of all forms for your own records. Keep this checklist for your records.

Activity	Requirements for Incentive	Reward
<input type="checkbox"/> Complete an annual preventative exam	Submit a healthcare provider verification form for each annual exam to the wellness coordinator or complete an onsite biometric health screening.	\$50 Dollar Kroger Gift Card
<input type="checkbox"/> CPR	Get certified through the DCS wellness program, OR complete a 30 min refresher class OR submit a valid CPR cert.	\$50 Dollar Kroger Gift Card
<input type="checkbox"/> WW (Weight Watchers)	Attend at least 10 meetings. Complete the WW affidavit form and submit to the wellness coordinator.	\$50 Dollar Kroger Gift Card
<input type="checkbox"/> Airosti Visits	Provide a copy of your receipt to the wellness coordinator via interoffice mail at Central Office or via email.	\$50 Dollar Kroger Gift Card

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<input type="checkbox"/> CareCondition Program (Anthem)	Submit documentation of your enrollment to the wellness coordinator.	\$50 Dollar Kroger Gift Card
<input type="checkbox"/> Lifestyle Change Program (Anthem)	Achieve the 3rd milestone and receive a congratulations email. Please print the email and submit to the wellness coordinator.	\$50 Dollar Kroger Gift Card
<input type="checkbox"/> Future Mother's Program (Anthem)	Submit a copy of your program completion letter after the enrollment call and birth of your baby to the wellness coordinator.	\$50 Dollar Kroger Gift Card
<input type="checkbox"/> Dental Exam	Submit a healthcare provider verification form for one exam per year to the wellness coordinator.	\$25 Dollar Kroger Gift Card
<input type="checkbox"/> Vision Exam	Submit a healthcare provider verification form for one exam per year to the wellness coordinator.	\$25 Dollar Kroger Gift Card
<input type="checkbox"/> Complete 3 EAP (Matrix) Webinars	Submit a certificate of completion for all three webinars to the wellness coordinator.	\$25 Dollar Kroger Gift Card
<input type="checkbox"/> LiveHealth Online Visit (teledoc)	Submit a copy of your receipt or EOB to the wellness coordinator.	\$25 Dollar Kroger Gift Card
<input type="checkbox"/> Complete TWO challenges	Sign up and complete TWO wellness challenges. Follow emails from Amanda Spring and visit the Employee Wellness Website for details and sign ups.	\$25 Dollar Kroger Gift Card
<input type="checkbox"/> Fitness	Participate in at least TWO DCS fitness classes OR submit a receipt from a community walk/run/ride event OR submit a receipt of a gym membership.	\$25 Dollar Kroger Gift Card
<input type="checkbox"/> Health Coach Session	Complete a session with the DCS wellness coordinator, Amanda Spring.	\$25 Dollar Kroger Gift Card
<input type="checkbox"/> DCS Simply Healthy Event	Attend Corporate Challenge OR a Simply Healthy Event. Sign up at arrival.	\$25 Dollar Kroger Gift Card

EARN UP TO \$100 DOLLARS IN KROGER GIFT CARDS!

Employee Wellness Website

<https://www.dublinschools.net/wellness.aspx>

1. Username: last name_first name
2. Password: Your everyday DCS computer password
3. Click "Employee Wellness"

Program details are located in the Wellness Program Guide PowerPoint on the [EMPLOYEE WELLNESS WEBSITE](#).

You may request a reasonable accommodation or an alternative standard by contacting the DCS Wellness Coordinator, Amanda Spring at spring_amanda@dublinschools.net.

The information from the program aggregate reports will be used to provide information to help you understand current health issues and potential risks, and may also be used to recommend services through the wellness program, such as lunch & learns, fitness classes, health coaching sessions and wellness challenges. 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 Dublin City Schools may use aggregate information it collects to design a program based on identified health risks in the workplace, Simply Healthy 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. 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 may receive your personally identifiable health information is the Dublin City Schools Wellness Coordinator, Amanda Spring 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 Mr. Brian Kern at 614-764-5913.