



Wellness Program Manual

Effective July 1, 2016 to June 30, 2017

WELLNESS PROGRAM OVERVIEW

Medford Area Public School District Wellness Committee has created a worksite wellness program to create, support, and promote activities that foster good physical health and well-being for all employees and spouses. The program is dedicated to enhancing the mind, body, and spirit of MAPS employees and spouses and is designed to empower them to take responsibility for their health and well-being. As an incentive for active participation, your health insurance dollars are discounted for program participation and completion. However, the best reward is the improvement of personal health.

REGISTRATION AND REWARDS

Participation in the Wellness Program is voluntary and recommended for all MAPS employees and their spouses. Participation requires (1) completing the Biometrics Screening (2) completing a Health Risk Assessment (HRA) online and (3) participate in a minimum of one coaching session (onsite or telephonic). These three areas are mandatory components of participating in the wellness program.

To incentivize you to participating in all the required program components, a premium differential is being put in place for those who participate in the wellness program versus those who choose not to. This differential is \$65 per employee and an additional \$65 for a spouse per month. ******These amounts are *in addition* to the standard percentage of premium you already have deducted from your paychecks.

The required program components include completion of the following: annual biometric screening, health risk assessment and submission of the MAPS Wellness Accountability Log annually (can be submitted quarterly) to earn a minimum of 100 points per wellness year. A minimum of 25 points must be earned from the Physical Activity category per wellness year to be eligible for the incentive. A maximum of 30 points can be earned from the Life Enrichment category per wellness year to be eligible for the incentive.

Participants who have lab results and biometric measurements that fall into a minimum of 4 of 5 of the “healthy” categories outlined below will not need to track and submit any points for the year, they will automatically be granted 100 points. Participants have from July 1, 2015 to June 30, 2016 to meet the Healthy Test Out requirements. If the participant fails to meet them by the June 30, 2016 deadline, the participant will still be responsible for submitting 100 points to be compliant with the wellness program.

“Healthy” is defined as:

Blood pressure: 120/80 or under

Cholesterol: Cholesterol: 200 or less - OR - Allow for ASCVD Score of less than 7.5% if

Cholesterol is not in range

- o ASCVD factors Gender, Age, Race, HDL Cholesterol, Total Cholesterol, Systolic Blood Pressure, Diabetes (Yes/No), Treatment for Hypertension (Yes/No), Smoker (Yes/No)

BMI: 25 or less OR Body Fat: 32% or less for women and 25% or less for men

Received the flu shot

Completion of an annual exam in previous wellness year (proof of visit required)

Employees and spouses who feel that they cannot comply with the Wellness Program should contact the Wellness Coordinator at wellness@medford.k12.wi.us to review alternative standards. Alternative standards are reviewed on an individual basis.

DOCUMENTATION AND DEADLINES

To document points, participants must use the MAPS Wellness Accountability Log and submit it to your Building Wellness Representative, the Wellness Coordinator or complete it online on the MAPS home page under Wellness on an annual basis. Points must be turned in by the end of the wellness year (June 30, 2016) in order to receive the incentive. If points are not turned in on time, you will forfeit your health insurance discount incentive for the next year. We are not requiring you to attach your documentation or proof of participation in events or activities; however, you should keep these records in your file as random audits may be completed for participants.

*****Annual MAPS Wellness Accountability Logs are due: June 30, 2017*****

Optional: if you wish to submit your log quarterly, quarters are outlined below:

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|------------------|---|
| October 15, 2016 | for 1 st Quarter (July 1 – September 30) |
| January 15, 2017 | for 2 nd Quarter (October 1 – December 31) |
| April 15, 2017 | for 3 rd Quarter (January 1 – March 31) |
| July 15, 2017 | for 4 th Quarter (April 1 – June 30) |

The MAPS Wellness Accountability Log can be found on the internet. It is important to use the **updated** form for each year. The form may be subject to change to improve the process for all Wellness Program participants.

- You may submit your Wellness Accountability Log online via the following link:
<https://goo.gl/forms/iaVDASUJWivJAo2g2>

WELLNESS REPRESENTATIVES/CONTACTS

Your Wellness Coordinator is Amanda (A) Lange from Aspirus Medford Hospital & Clinics. She can be reached at (715) 748-8128 or via email at wellness@medford.k12.wi.us. In addition, there is a wellness box in the office at each school (and on the back bulletin board at District office) to turn in your tracking logs or other information. We will provide scheduled hours onsite at each building for you to touch base with your wellness team. Wellness activities, forms and additional information can be found on the Medford Schools homepage:

<http://www.medford.k12.wi.us/do/index.htm> (Under Wellness: Staff Information)

In addition, please feel free to contact your Building Wellness Representatives at:

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| MASH: Jill Fortin Email: fortiji@medford.k12.wi.us Phone: 715-748-5951 | SES: Jerri Suchomel Email: suchoje@medford.k12.wi.us Phone: 715-678-2600 ext. 121 |
| MAMS: Eliza Decker Email: deckeel@medford.k12.wi.us Phone: 715-748-2516 ext. 146 | District Office: Nikki Clements Email: clemeni@medford.k12.wi.us Phone: 715-748-4620 ext. 530 |
| MAES: Ashley Jochimsen - McCarron Email: jochias@medford.k12.wi.us Phone: 715-748-2316 ext. 352 | District-wide (school nurse): Jill Koenig Email: koeniji@medford.k12.wi.us Phone: 715-748-5951 ext. 432 |
| TCEDB: Sara Holewinski Email: holewsa@medford.k12.wi.us Phone: 888-801-2666 ext. 237 | |

DEFINITIONS / CLARIFICATIONS

| BEHAVIORAL ACTIVITIES | | |
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| Points | Category: Prevention | |
| 5-25 | Screenings (all listed): | Please enter the date that you received this exam/preventative screening. Points in the Prevention column must be redeemed in the year they were completed. |
| Points | Category: Nutrition | |
| 10 | 3 - A - Day Program | Participants would need to eat a minimum of three fruits and three vegetables per day, every day, for one month. |
| 10 | 8 Glasses a Day Program | Participants would need to drink at least eight, eight ounce glasses of water per day, for one month. |
| 10 | Eat Healthy Meals (10 meals/month) | Participants would need to eat a minimum of 10 healthy meals per month. |
| 25 | Food Journal | Employees would need to complete a food journal for at least one month during that year (a minimum of five days per week). You are welcome to use your own journal or request a sample from the Wellness Coordinator. Or visit MyPyramid.gov or MyFitnessPal.com for a free web-based log system. These sites are able to analyze your intake and provide reports. |
| 10 | Organized Wellness Nutrition Activity | The MAPS Wellness Committee will offer organized nutrition activities through the year. Examples include: meal exchange, progressive healthy lunches, and healthy programs through the wellness program. |
| Points | Category: Physical Fitness MINIMUM REQUIREMENT: 25 Points Physical Activity per Wellness Year | |
| 10 | Fitness Assessment with Trainer | This is offered free of charge (sponsored by the wellness program) to wellness members that are paid members of the Aspirus Therapy and Fitness Center. Wellness members that are not members of AT&F Center will pay a nominal fee for this assessment. Appointments should be scheduled through AT&F. |
| 10 | Organized Exercise Program (8-10 wks): | Points are available throughout the wellness year. Any type of organized exercise program outside of those already defined on the form. Examples might include Yoga, Karate, Aerobics, Zumba, etc. |
| 10 | Organized Wellness Activity/Organized Fitness Event: | Participated in an organized event such as a 5k Run/Walk, Snowshoe Race, Marathon, Monthly 5k Events, etc. Please document event date on your log. |
| 5 | Play an Organized Sport (8-10 wks): | Any organized sport in which you participate in a minimum of 8 weeks throughout the year. Examples might include volleyball, golf, basketball, softball, etc. |
| 20-30 | Verified Workout (MT&F, Polar Heart Rate Monitor, or Personal fitness Log): | A print-out of your fitness center attendance may be obtained from Aspirus Therapy & Fitness or bring in a copy from another fitness center that you attend. Or you may provide a print-out from your Polar heart rate monitor, or other activity tracking device. You may also provide us with a paper document of your fitness workouts including distances and time. (Please note that the Wellness Coordinator will not be evaluating the details of your workout only completion of the required number of events) |
| 20 | Where You're At Physical Activity Program | Participants complete the monthly log to gradually improve their level of fitness. Log must be a minimum of 2x/week/12weeks. |

| BEHAVIORAL ACTIVITIES, continued | | |
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| Points | Category: Healthy Living | |
| 25 | Health Coaching (12 weeks) | Participants have the opportunity to have unlimited telephonic and/or onsite health coaching with Aspirus Wellness Health Coaches. This model uses an asset based approach that provides one on one education, support, and guidance which enables each participant the opportunity to set realistic, personal, and sustainable health goals based on their individual readiness to change. |
| 5 | Breastfeeding | Participants who breastfeed can obtain 5 points for each 12 week period of breastfeeding. |
| 10 | Other, Please Describe & Attach Supporting Materials | Please describe and provide any supporting documentation. |
| 10 | Quarterly Monitoring Log | Participants can monitor one or a combination of the following: Weight, Body Fat, BMI or Blood Pressure with the Wellness Coordinator, Health Coach, Wellness Committee Members, or on their own for a quarter (12 weeks) to receive wellness points. |
| COMMUNITY & LIFE ENRICHMENT ACTIVITIES | | |
| Points | Category: Educational Activity | |
| 5 | Attend Wellness Speaker | The MAPS Wellness Program will host presentations and educational speakers throughout the year. Please document activity and date on your log. |
| 10 | Monthly Challenge | Complete the challenges provided each month with the monthly newsletter to receive the points. |
| 5 | Pregnancy Class | Examples include: Lamaze, breastfeeding, child birthing, infant nutrition. |
| 5 | Safety-Risk Class | Examples include: CPR or First Aid. |
| 25 | Tobacco Cessation Program | Participants will receive wellness points for participating in and completing a tobacco cessation program. |
| 30 | Weight Management Program | Participate in an organized weight management program for a minimum of 8 weeks. An example of this is Weight Watchers. |
| 5 | Wellness Video | Watch a Wellness DVD from the District Office or PopSpring video library. Please document activity and date on your log. |
| Points | Category: Community Activity | |
| 5 | Attend School or Community Event | Participants will receive wellness points for attending a school or community events outside of the expectations of their job responsibility. Examples include plays, concerts, athletic events, church, etc. Please document activity and date on your log. |
| 5 | Coaching/Refereeing a Sports Team | Participants will receive wellness points for coaching/refereeing a sports team. |
| 10 | Donate Blood | Participants will provide a date when they donated blood as a part of a community blood drive. |
| 10 | Highway Clean Up / Work Day | Participants will provide a date when they participated in a highway clean up or work day event. |
| 5 | Volunteer for a Recognized Charity / Event | Examples include Aspirus Volunteers, Junior Achievement, Big Brothers/Big Sisters, or other organized volunteering program. |
| 5 | Other Special Event Promoted through Wellness Committee | Please describe and provide any supporting documentation. |

| COMMUNITY & LIFE ENRICHMENT ACTIVITIES, continued | | |
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| Points | Category: Life Enrichment LIMIT: 30 Points per Wellness Year | |
| 5 | Acupuncture | Participants can obtain a maximum of thirty points per year by completing an appointment for Acupuncture. Please document the appointment date on your log. |
| 5 | Chiropractor | Participants can obtain a maximum of thirty points per year by completing a preventative appointment for Chiropractic services. Please document the appointment date on your log. |
| 5 | Continuing Education Course | Participants can obtain a maximum of thirty points per year by completing continuing education courses. Examples include college courses and professional certifications (please note this should be obtained through a course – not a single class). |
| 5 | Life Enrichment Course | Participants can obtain a maximum of thirty points per year by completing life enrichment courses. Examples include stress management, conflict resolution, pottery, art, writing, music class. |
| 5 | Massage Therapy | Participants can obtain a maximum of thirty points per year by receiving a massage from a licensed Massage Therapist. Please document the appointment date on your log. |
| 5 | Other (Please Describe) | Participants can obtain a maximum of thirty points per year by completing life enrichment activities. Please describe and provide any supporting documentation. |

If you have any questions regarding activities or the point system, please contact our Wellness Coordinator at wellness@medford.k12.wi.us.

NOTICE REGARDING THE MEDFORD AREA PUBLIC SCHOOL DISTRICT WELLNESS PROGRAM

Medford Area Public School District 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 wellness program you will be asked to complete a voluntary health risk assessment or "HRA" 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 total cholesterol, HDL, LDL, triglycerides, and glucose. You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in the wellness program will receive an incentive of discounted medical premium for 1) completing the biometrics screening 2) completing a Health risk assessment (HRA) online 3) participate in a minimum of one coaching session (onsite or telephonic) and 4) earn a minimum of 100 points per wellness year. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive the discounted medical premium.

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 the Wellness Coordinator at wellness@medford.k12.wi.us.

The information from your HRA and the results from your biometric screening 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 additional coaching sessions. You also are encouraged to share your results or concerns with your own doctor.

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Medford Area Public School District may use aggregate information it collects to design a program based on identified health risks in the workplace, Medford Area Public School District 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.

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 the Wellness Coordinator at wellness@medford.k12.wi.us.

August 31, 2016