

## NOTICE REGARDING WELLNESS PROGRAM

The beneFIT well-being 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 online health assessment 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 an on-site health screening, which will include a blood test for glucose and cholesterol levels.

You are not required to complete the online health assessment or to participate in the blood test or other medical examinations. However, employees who choose to complete the three wellness qualifications will receive one of the incentives below. The three wellness qualifications include taking an online health assessment, completing an on-site health screening, and earning 100 wellness points by March 31, 2018.

- Qualify for the Low Deductible Health Plan for FY19.  
OR
- Earn the maximum State contribution for a Health Savings Account (HSA), if on the High Deductible Health Plan for FY19.
  - Members with single coverage earn the maximum State contribution of \$500 for their HSA by completing the three wellness qualifications. Members with single coverage who do not complete the three wellness qualifications will receive \$250 for their HSA on the High Deductible Health Plan for FY19.
  - For members with family coverage who complete the three wellness qualifications, the maximum State contribution to the HSA is \$1,000. If the member and covered spouse, if applicable, with family coverage decide not to complete the three wellness qualifications, the State will contribute \$500 for their HSA for choosing the High Deductible Health Plan for FY19.

Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive one of the aforementioned incentives. If a spouse is covered on

the plan, both the employee and the spouse must complete the wellness requirements to receive the incentives.

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 contacting Kari Senger at 605.773.3148.

The information from your online health assessment 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 health coaching. 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 South Dakota State Employee Benefits Program use aggregate information collected to design a program based on identified health risks in the workplace, the beneFIT well-being 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 will receive your personally identifiable health information is "a health coach," 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 Chris Houlette, Bureau of Human Resources, at 605.773.3148.

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