



May 1, 2018- April 30, 2019

## 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:

Choose any combination of activities that compliment your well-being and earn a **MAXIMUM of \$100** in Kroger Gift Cards! All documentation must be submitted by April 30, 2019.

#### **\$50 Kroger Gift Card...COMPLETE 1 EXAM**

Complete 1 exam of your choice between May 1, 2018- April 30<sup>TH</sup>, 2019. Return form to Amanda Spring via email or interoffice mail to Central Office. [CLICK HERE FOR FORM LOCATED ON THE EMPLOYEE WELLNESS WEBSITE](#)

##### **Exam Options:**

- Biometric Health Screening  
(DCS Onsite Event OR with your Doctor)
- OB/GYN Exam
- Mammogram
- Wellness Exam (*Physical*)
- Colon Screening
- Prostate Exam
- Skin Cancer Screening

#### **\$25 Kroger Gift Card... COMPLETE 2 WELLNESS CHALLENGES**

Make the pledge to become your best self by creating accountability. Sign up and complete 2 wellness challenges all while getting rewarded with extra incentives.

#### **\$50 Kroger Gift Card... CURRENT CPR CERTIFICATION**

Submit a copy of your current certification to Amanda Spring via email or interoffice to Central Office.

#### **\$25 Kroger Gift Card... PARTICIPATE IN 2 DCS WELLNESS PROGRAM SPONSORED ACTIVITIES**

**Includes:** Building Wellness Visits | Fitness Classes | Walking Club | Health Coaching Sessions | Blood Pressure Checks | Weight Watchers | Special Events

#### **\$25 Kroger Gift Card... COMPLETE 3 MATRIX EAP WEBINARS**

**Complete 3 Matrix EAP Webinars.** Select a category and choose from a list of webinars on that topic. Webinars are available 24/7 via the library. **Username:** matrix and **Password:** matrix.

A certificate of completion for each webinar will need to be submitted to Amanda Spring to become eligible for the reward. This is located on the webinar website. [Click here to fill out a webinar certificate of completion.](#)

[Communication](#) | [Coping](#) | [Emotional Wellbeing](#) | [Health & Wellness](#) | [Life & Planning](#) | [Parenting](#) | [Relationships](#) | [Self Improvement](#) | [Stress Management](#)

## **\$25 Kroger Gift Card... PREVENTATIVE DENTAL EXAM OR VISION EXAM**

Complete 1 exam of your choice between May 1, 2018- April 30<sup>th</sup>, 2019. Return form to Amanda Spring via email or interoffice mail to Central Office. [CLICK HERE FOR FORM LOCATED ON THE EMPLOYEE WELLNESS WEBSITE](#)

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 Amanda Spring at [spring\\_amanda@dublinschools.net](mailto: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.