

City of Gillette 2024 Wellness Program



Committed to improving the quality of life of every employee.

Intentions of the City of Gillette's Wellness Program:

- Encourage and assist employees in making healthier lifestyle changes that can help improve their quality of life.
- Promote mental health.
- Reduce healthcare costs.
- Decrease use of sick leave.
- Increase productivity.

The 2024 Wellness Program Theme:

Small Changes, Big Impact

The 2024 Wellness Program runs from January 1, 2024 to December 31, 2024.

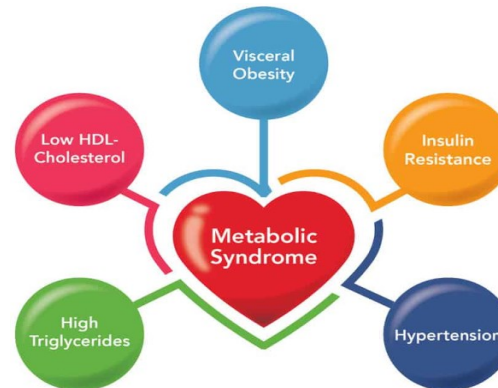
The City of Gillette's Wellness Program strives to reduce the number of employees and spouses that have **Metabolic Syndrome**.

What is Metabolic Syndrome? A group of conditions that together raise your risk of coronary heart disease, diabetes, stroke, and other serious health problems.

DO I HAVE METABOLIC SYNDROME?

If you have **3 out of the following 5 health conditions**, you have **Metabolic Syndrome**.

1. Waist circumference is equal to or greater than 40 inches (men); 35 inches (women).
2. Blood pressure is equal to or greater than 130/85.
3. Fasting glucose is equal to or greater than 100 OR your A1C is equal to or greater than 6.4.
4. Triglycerides are equal to or greater than 150.
5. HDL is less than 40 (men); less than 50 (women).



Pamphlet Revision Date: 1/1/2024

WELLNESS PROGRAM OVERVIEW

- Employees (& spouse) must be on the City of Gillette's insurance in order to participate in the Wellness Program. Participation in the Wellness Program is voluntary.
- Employees (& spouse) must be on the City of Gillette's insurance and compliant with the Wellness Program in order to receive a health insurance premium discount or an annual HSA contribution.
- Maintain compliance in the wellness program by completing a wellness screening annually and attending the required health coach meetings based on your health risk (2-4/year).

Wellness Committee



The City of Gillette Wellness Committee seeks to provide educational programs and activities which focus on helping employees identify and modify lifestyle behaviors that cause a significant amount of the healthcare costs that might otherwise be preventable.

Wellness Committee Members

Beth Cockrum, Human Resources
Ty Niles, Finance
Alex Rozier, Police
Cameron Luth, Utilities
Lindsey Morales, Finance
Shannon Stefanick, Utilities
Warrie Cossart, Human Resources

Campbell County Health Wellness Coach

Jessica Boyd

HOW DO I SIGN UP? (NEW HIRES)

New hires (and spouse) must complete their wellness screening within 30 days of hire and attend their first health coach meeting within 60 days of hire in order to participate in the Wellness Program.

Step 1: Call **307-688-8378** to schedule your wellness screening and health coach meeting provided by Campbell County Health. Let them know you are a new City of Gillette employee or spouse.

Step 2: Complete the Wellness Screening.

Step 3: Hold your initial meeting with the health coach to review your screening results, set individual goals, and review program expectations.

Once you have met with the health coach by the appropriate deadline, you are eligible to receive the health insurance premium discount or the annual HSA contribution.

To reschedule your wellness screening or health coach appointment, please call **307-688-8378**.

HOW DO I SIGN UP? (CURRENT EMPLOYEES)

- There is a *Fall Wellness Program Membership Drive* annually in October for current employees (and/or spouses) who are on the City's insurance plan, but not currently participating in the wellness program.
- For those that join during the *Fall Wellness Membership Drive*, the health insurance premium discount and HSA Contribution will be effective January 1st.
- For more information on joining the Wellness Program during the Wellness Drive, please contact Beth in HR.

WELLNESS PROGRAM FEATURES:

#1. INSURANCE INCENTIVES

#1A. Health Insurance Premium Discount

For Low Deductible Plan (PPO) Participants:

Subject to City Council's annual approval, employees (and spouse) participating in the Wellness Program may earn a health insurance premium discount for their annual participation in the wellness screening and attending regular meetings with the health coach based on your health risk (2-4/year).

Value of the Health Insurance Premium Discount:

\$300 Employee Only or \$600 Employee + Spouse

(Prorated for New Hires)

For the 2024 Program, the deadline for BOTH employees and spouses to attend the year-end health coach appointment with the City's health coach is **Friday, February 28, 2025**. If you (and/or your spouse) miss this deadline, you will forfeit the health insurance premium discount.

For NEW wellness participants that join during the 2024 Fall Wellness Membership Drive, the health insurance premium discount will be effective January 1, 2025.

For CURRENT wellness participants, the health insurance premium discount will continue just as it now.



#1B. Health Savings Account (HSA) Contribution

FOR High Deductible Plan (HDHP) Participants:

Subject to City Council's annual approval, employees (and spouse) participating in the Wellness Program may earn an employer provided Health Savings Account (HSA) contribution for their annual participation in the wellness screening and attending regular meetings with the health coach based on your health risk (2-4/year).

Value of the Health Savings Account (HSA) Contribution:

\$300 Employee Only or \$600 Employee + Spouse

(Prorated for New Hires)

For the 2024 Program, the deadline for BOTH employees and spouses to attend the year-end health coach appointment with the City's health coach is **Friday, February 28, 2025**. If you (and/or your spouse) miss this deadline, you will forfeit the 2024 HSA contribution.

For NEW wellness participants that join during the 2024 Fall Wellness Membership Drive, the HSA contribution will be effective January 1, 2025.

HSA contributions will be paid out monthly instead of waiting until everyone has met with the health coach. This payout change was made to help motivate both employee and spouse wellness participants to conduct their appointment with the health coach as soon as possible instead of rescheduling.

#2. INCENTIVE POINTS—VOLUNTARY

Incentives are for employees only.

Employees participating in the Wellness Program may also earn points toward incentives by participating in the following activities:

Complete your annual wellness screening and attend all required health coach meetings according to risk status (2-4/year) = **40 points**

Make “measurable progress” (health coach determination) = **40 points**

Annual Physical (submit verification form) = **30 points**

Annual Eye Exam (submit verification form) = **15 points**

Annual Dental Exam (submit verification form) = **15 points**

Wellness Presentations =
10 points each, with a maximum of 40 points

Workout Calendar (Intentional/Structured Fitness Session):

200+ hours per year = **60 points**

150 - 199 hours per year = **40 points**

100 - 149 hours per year = **30 points**

Participation in an Organized Outside Sponsored Event:
(5k or 10k)

10 points each, with a maximum of 40 points

(Spartan, Tough Mudder, Marathon/(1/2), Triathlon)
20 points each, no maximum

Participation in a Wellness Committee Challenge = **20 points each**
(to be determined annually)

Please log your fitness time in minutes spent for any intentional/structured fitness session. This activity is intended to be outside of your normal work day. Steps do not count. Mere time indicated on a fitness related app does not count as these could be a part of your normal work day.

Wellness Program related incentives may vary based upon City Council’s annual approval.

Reducing Metabolic Syndrome:

If you successfully achieve screening results within the normal range or improve in the following **5 Metabolic Syndrome criteria**, you will earn points for the 2024 Wellness Program Year as follows:

2 results within normal range of the 5 = **20 points**

3 results within normal range of the 5 = **30 points**

4 results within normal range of the 5 = **40 points**

1. Waist Circumference
2. Blood Pressure
3. Fasting Glucose
4. Triglycerides
5. HDL Cholesterol

Points will be determined by the health coach after reviewing and comparing your Fall 2023 and Fall 2024 screening results.

If you flag for the Metabolic Syndrome risks, the health coach will inform you of that risk and partner with you throughout the 2024 year to improve the criteria that flag you for Metabolic Syndrome.

Any participant who screens positive for Metabolic Syndrome during the Fall 2023 wellness screening, must show measurable progress in the specific risks for Metabolic Syndrome during the Fall 2024 wellness screening in order to receive their progress points.

For those employees who are participating in the **2024 Wellness Program** and are striving to earn points toward the time off incentive (4 or 8 hours off) and/or the monetary incentive, please have all supporting documents submitted (email, drop off or interoffice) to Beth in Human Resources by 5pm on **Friday, January 3, 2025**.

#2A. TIME OFF INCENTIVE

Time Off Incentive Criteria:

180 Points = 4 Hours Off

250 Points = 8 Hours Off

In addition to earning the 180 or 250 points, to qualify for the **Time Off Incentive**, participants must complete the following:

1. Annual Physical (preventative by insurance)
2. Eye OR Dental Exam
3. 100+ Fitness Hours

Earned hours off will expire on 6/30/2026.

#2B. MONETARY INCENTIVE

The monetary incentive amount is to be determined based on City Council approved funding and overall participation, but payouts will be based on total points earned, starting at a **minimum of 140**.

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|--------------------|--------------------|
| 140 points = \$75 | 200 points = \$200 |
| 160 points = \$100 | 220 points = \$250 |
| 180 points = \$150 | 250 points = \$300 |

Above are the only payout options.

Payout Examples:

If you earn 150 points, the payout is \$75.

If you earn 240 points, the payout is \$250.

The **2024** Wellness Program incentive payouts, will be announced to those who earned the incentives via email in April 2025.

YEAR-END HEALTH COACH APPOINTMENTS

For the 2024 Wellness Program, BOTH employees and spouses must complete the "year-end" health coach appointment by **Friday, February 28, 2025. Failure to meet this deadline will result in the forfeiture of the health insurance premium discount or HSA contribution.

Program Efficiency—We need your help!

Please keep in mind that the health coach needs to meet with ALL of the City of Gillette's 320+ active wellness participants (employees and spouses), from Tuesday, November 5, 2024 through Friday, February 28, 2025, so please do not be a "no show" for your scheduled appointment. If you realize you cannot make your scheduled appointment, please reschedule as soon as possible. It is very important we minimize "no shows." Delaying appointments delays the insurance discounts, incentive payouts and HSA contributions. We ask that you do your part in making the program as efficient as possible. Thank you in advance for your anticipated cooperation.

To reschedule your wellness screening or health coach appointment, please call **307-688-8378**.

DISCLOSURES

- All medical and personal information pertaining to your participation in the Wellness Program will remain confidential.
- Please consult your physician before beginning an exercise program.
- The City's Wellness Program is able to provide a reasonable accommodation as needed.

HEALTH COACH PARTICIPATION GUIDELINES

- Health coach meetings are held on-site at either City Hall or City West. You can choose which location you prefer to meet at.
- The health coach will determine points earned throughout the program year toward incentives.
- If an appointment is missed and not rescheduled within 4 weeks of the original appointment date, you will be non-compliant for the 2024 Wellness Program.
- An original appointment that is missed and/or not rescheduled 3 consecutive times will result in non-compliance for the 2024 Wellness Program.
- There is a maximum of 2 no-shows allowed per program year. (Zero is preferred). More than this will result in non-compliance for the 2024 Wellness Program.
- Participants who become non-compliant at any point throughout the program year will not be eligible to earn points toward incentives or receive the health insurance premium discount or HSA contribution until the next year's program.



NEXT ANNUAL WELLNESS SCREENINGS

To be held November 2024.
Online registration will begin in October 2024.

November 4—8, 2024:

@ City Hall Community Conference Room.
(by appointment only).

November 12—15, 2024:

@ CCH Wellness (inside the CCH walk-in clinic).
(by appointment only).

- BOTH employees and spouses must complete their wellness screenings by **Friday, November 15, 2024**.
- Failure to meet this deadline will result in the forfeiture of your health insurance premium discount or HSA contribution.



Human Resources Department

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