

JC Schools Wellness Program Incentive Plan

Making Health A Habit



Wellness is an active process of becoming aware and making choices toward a healthy life. Wellness is also a process for change and growth. Life comes with many challenges and it's important to provide ourselves self-care and be intentional about how we manage stress when it shows up. Self-care means actively taking steps to support our own physical, mental, emotional, and spiritual well-being. When we neglect these areas, it can lead to stress that affects all parts of our lives. As a result, we must engage in active attempts to manage these challenges through intentional and consistent effort. It is important to maintain both the physical and mental components of self-care in order to achieve an overall state of wellness.



JC Schools are committed to supporting your wellness journey. Our aim is to create a healthy workplace that energizes, motivates, and empowers our people, because when our employees are well, so is our organization.

JC Schools Wellness Incentive Program

The JC Schools Wellness Program offers a two-tier incentive system that provides both cash rewards and insurance premium discounts based on participation.

Tier 1: \$200 Wellness Reward

This one-time \$200 reward can be earned by participating in district and personal wellness events, by completing at least 300 wellness points during the current wellness year, August 1st through April 15th.

Requirements:

- JC Schools employees that are benefits-eligible, working 20+ hours per week, may participate in Tier 1, even if not electing a district medical insurance plan.
- The wellness program is available to current and new employees hired on or before November 1st of the current wellness year.
- Participate in the wellness program activities and earn the minimum 300 wellness points. The deadline for point completion is April 15th.
- Complete the [UMR](#) Clinical Health Risk Assessment (CHRA) for the current wellness year.

Tier 2: \$30/month Wellness Discount (Earn up to \$360 per year)

The Tier 2 Wellness Program offers a \$30 monthly discount on district medical insurance premiums. To earn this discount for the next wellness year, participants must complete the program requirements during mid-February through March of the current wellness year.

Requirements:

- JC Schools employees who are currently enrolled in the district's medical insurance plan may participate in Tier 2. This program is available to all current and new employees.
- Must complete the UMR Clinical Health Risk Assessment (CHRA) between February 1st and March 31st of the current wellness year.
- Must complete the Biometric Health Screen, a district-wide event, held in March of the current wellness year. (Employees who prefer to obtain their biometric screening from their own physician will need to have this scheduled sometime between January 1st and March 31st of the current wellness year and submit the [Physician Lab Form to UMR.](#))
- New employees will have **60 days** from the date of hire to complete the CHRA to earn the discount in the current school year.

Employees hired during the biometric screening clinics held from mid-February through mid-March will also be required to complete the health screening to earn the wellness discount for the following plan year.

***Note: If you elect the employee-only HSA medical plan, your \$30 discount will be split: \$10 premium reduction and the remaining \$20 incentive will be deposited to your Health Savings Account (established with HSA Central)**



Physical Wellness: involves creating and maintaining a healthy, strong body through education, activity, nutrition, sleep, managing stress, quitting smoking and receiving preventative medical and dental care. This part of your wellness wheel can be strengthened through attending a health class, finding healthcare providers you trust, keeping scheduled appointments with healthcare providers and having an accountability partner like a wellness coordinator.

Mental Wellness: encompasses maintaining cognitive function, managing emotions, and seeking support when needed. Supporting mental wellness in the workplace can improve concentration, creativity, and problem-solving skills, leading to higher productivity and job satisfaction.

Social/ Emotional: involves assessing your mood day to day and using self-care skills such as getting enough sleep to progress toward integrity, respect, balance, compassion and accountability. This area of your wellness wheel can be strengthened through attending a self-care class, support groups, utilizing EAP, socializing, performing acts of community service and developing an attitude of gratitude.

Spiritual Wellness: involves a sense of meaning and purpose in life. This part of your wellness wheel can be strengthened through attending spiritual services, practicing mindfulness, and/or developing an attitude of gratitude. Whatever your preferred approach, these activities can give you a sense of peace, harmony, serenity, faith, trust and an understanding of your beliefs, values and ethics.

Environmental Wellness: involves creating a safe, healthy, and supportive workspace that promotes personal well-being. This includes clean surroundings, access to natural light, ergonomic setups, and fostering a culture that values sustainability and respect for the shared environment. This part of your wellness wheel can be strengthened by participating in a decluttering campaign, cleaning your house regularly including recycling and volunteering to clean up your neighborhood.

Intellectual Wellness: involves critical thinking, curiosity and creativity. This part of your wellness can be strengthened through professional growth and self-development. Seek out educational opportunities such as reading for pleasure, continuing education, TED talks, pursue a new interest or hobby.

Occupational Wellness: centers on finding satisfaction and fulfillment in one's work, balancing career goals with personal values, and striving for professional growth.

Financial: involves taking steps to live within your financial means and plan for financial health. This area of your wheel can be strengthened through financial education, budgeting, short-term and long-term financial goal setting, investment opportunities and creating an emergency fund.

The eight dimensions of wellness are essential for creating a healthy, supportive, and thriving workplace environment.

Tier 1: Possible \$200 Bonus: CHRA & Wellness Events

Step 1: Online Clinical Health Risk Assessment (CHRA)

In order to participate in Tier 1 of the Wellness Program, participants need to:

- Be benefits-eligible, working 20+ hours per week for the Jefferson City School District.
- Complete the CHRA, (clinical health risk assessment) prior to April 15th of the current wellness year even if not electing a district medical insurance plan.

The CHRA is an online questionnaire that will assess your lifestyle habits, preventative health care, cardiac risks, health concerns and readiness to change habits. Click the appropriate link below that relates to your medical benefit status and create your account:

[Non-Medical CHRA Instructions \(Used by staff who do not elect to use Jefferson City School District Medical Insurance\)](#)

[Medical Insurance CHRA instructions](#)

Step 2: Participate in Wellness Events

- Staff will participate and need to earn the minimum 300 wellness points by joining district wellness events or doing personal workouts.
- Points count for activities done between August 1 and April 15 of the wellness year.
- Contact your Building Champion to register and participate in the Wellness Program. The champion will then distribute your Google tracking form that will be used to log your participation points.

New Employees

- Hired July through November are eligible to participate and earn the Wellness Reward for the current wellness year
- Hired December through June are welcome to participate in any of the district-sponsored wellness events, however will not be eligible to earn points for the reward until the following wellness year.

Tier 2: Possible \$360 Bonus: Biometrics & CHRA

Step 1: Online Clinical Health Risk Assessment (CHRA)

In order to participate in Tier 2 of the Wellness Program, participants need to complete the CHRA, (clinical health risk assessment) during the spring of the current wellness year. The CHRA is an online questionnaire that will assess your lifestyle habits, preventative health care, cardiac risks, health concerns and readiness to change habits. Click the link below to create your account.

[Medical Insurance CHRA instructions](#)

Step 2: Biometrics Screening

Biometric screenings are held late-February through mid-March of the wellness year as part of the wellness program. Health Screens are confidential and the results will be sent to the employee only. Here's what you need to know.

Before the Screening

Staff who will be participating the the Biometric Screening event will need to do the following:

- Fast for 8–12 hours before your screening for the most accurate results.
- Drink water and take your morning medications as usual.
- Complete your registration forms in advance to save time. Forms will be available in January.

How to Register

- Before the Biometric Health screens begin in late February of the wellness year, registration and sign up links will be distributed in Wellness Newsletters, E-mails, Wellness Website, Wednesday Wire and through Building Champions.
- Register online by selecting your preferred date and time.

What the Screening Includes

The Biometric Screening tests include fasting levels of: CBC w/AutoDiff, Sodium, Potassium, Albumin, Alkaline Phosphatase, Bilirubin, BUN, Calcium, Creatinine, GGT, Globuline, AST, ALT, Total Protein, Uric Acid, LOH, Glucose, Cholesterol, HDL, LDL, VLDL, Triglycerides, TC/HDL ratio, and HbA1c.

Exemptions

You may be exempt from the screening if:

- You are pregnant
- You are undergoing medical treatment that affects lab results
- You are on FMLA

Contact the wellness coordinator, wesley.lochhead@jcschools.us if you believe you qualify for an exemption. You will then be added to the biometric health screen exemption list.

Using Your Doctor for Biometric Health Screening

- You may complete the screening with your physician using the Physician Form available on the wellness website.
- Lab results from your doctor must be completed between January 1st and March 31st of the current wellness year and submit the [Physician Lab Form to UMR](#).
- Lab results outside this window will not be accepted.

New Employees

- New employees are exempt from completing a biometric health screening during their first school year unless hired during the scheduled biometrics event from mid-February through mid-March. Outside of that timeframe, only the CHRA—completed within their first 60 days—is required to qualify for the Tier 2 incentive in the current wellness year and earn the wellness discount for the following school year
- For new employees hired from April through June, completing the CHRA within their first 60 days will also count toward being eligible for the Tier 2 incentive for the following school year as well.

Communication of Wellness Information

More details on the biometric health screens, including dates and instructions will be shared starting in January through March:

- School email
- Wednesday Wire
- Building Champions
- Wellness Website

Point System

Activity Name	Points	Description	Maximum Points
CHRA	Required for Tier 1 and/or Tier 2		
Biometrics	Required for Tier 2		
Physical Workouts	5 pts/ 30 min 10 pts/ 60 min 15 pts/ 90min	Must be fitness related, not yard work or labor of other kinds.	100
Group Yoga Event	40		40
Wellness Quizzes	10		50
Reading / Audiobooks	10	Please see Wellness Manual for book requirements	50
CPR/First Aid	15		15
Flu Shot	10		10
Individual Building Programs	10	Programs / Events your building will offer	70
Teladoc Health App Download	15	Register here	15

Teladoc Health Per Visit	10 points each time telehealth is used.	Employees can accumulate points for usage by anyone covered by your district insurance plan, including children and spouses.	No maximum point value
Tobacco Cessation	30		30
Tobacco Free	10		10
Wellness Talks	20		40
Preventative Care	25	Please see the Wellness Manual for acceptable preventative screens.	100
District Challenge #1	60		60
Walk Party	40		40
District Challenge #2	60		60
Total Points Possible			690

Point System Details

How to enter and view points earned for events attended

To begin logging your points you will request a Google form from your Building Champion. They will assist you with learning how to fill it out. If an error is made contact your Building Champion and/or Wesley Lochhead to make the correction.

Description of the programs available as part of the wellness calendar year

Preventative Care (100 points)

This would involve doing yearly preventive checkups with your primary care physician, eye doctor, dentist, mammogram, yearly OB/GYN, prostate exam, colonoscopy, preventative cancer screening, preventative cardiology screens, counseling visits. Chiropractic, urgent care, or acute illness (cold, flu, sore throat, ear pain, etc) do not count towards a preventive screen. Please reach out to Wesley Lochhead to verify if a screen will count.

District Challenges (120 points)

Programs that anyone in the District may participate in. The programs will vary in length of time, but they will consist of nutrition and physical activity. A program may be a competition and give prizes. Some programs are competing with another building. Some programs are purely educational.

Physical Workouts (100 points)

These are considered an exercise that you would do above and beyond your daily work routine. These will range from group exercise classes, walk/run, strength training, yoga, etc. Must be fitness related not yard work or labor of other kinds. When applying points for physical workouts, remember there is a 100 point maximum. Additional attempts to add points beyond the max will not be counted. **(5 pts / 30 minutes, 10 pts / 60 minutes, 15 pts / 90 minutes)**

Cardio Challenge (40 points)

Participation in group workout on district grounds with community gym partners.

Reading / Audiobooks (50 points)

Take time to relax and enjoy reading or listening to a book just for yourself. Books read to students don't count for points. There's no required length or genre, but magazines and textbooks aren't accepted. Podcasts are okay if they're TED Talks wellness/fitness/nutrition related. Enjoy your reading at your own pace, there is no specified time limit.

CPR/First Aid Certification (15 points)

Flu Shot (10 points)

Individual Building Programs (10 points per building challenge)

These are programs that are for you to participate in with your fellow staff members. These programs will vary based on the monthly wellness topic. The programs are designed and implemented to help you stay focused on your health and to enjoy the socialization with your building.

TelaDoc Health 10 points each time telehealth is used. Along with 15 points for the App download or registration. (No maximum point value)

TelaDoc health is a virtual healthcare service that connects patients with licensed doctors, therapists, and other medical professionals by phone, video, or mobile app. Uses include: primary care, mental health, dermatology, allergies, and urgent care.

Tobacco Cessation (30 points)

If you currently use a form of tobacco and you are looking for a way to stop. There are smoking cessation classes available for you to participate in.

Tobacco Free (10 points)

If you do not use any type of tobacco then you will be rewarded with points toward your reward.

Wellness Talks (20 points per wellness talk)

We will offer two different wellness talks where professional speakers will come and share with us about ways we can improve our wellness. The topics will be based on various wellness topics. The talks will also be recorded to view online.

Wellness Quizzes (10 points per quiz)

Online quizzes will be based on various wellness topics. They will be short quizzes through Google Forms with information to educate you on the wellness topic for the month.

Support Groups

Employee Assistance Program (EAP)

EAP is a counseling and referral service staffed by a team of licensed mental health professionals at University of Missouri Health Care and is designed to help you with your personal, job or family problems. It is free, voluntary and **confidential**. Employees are eligible for up to 6 free visits per household, per year. Some common concerns brought to EAP can include:

- Family, Marital, Stress/Anxiety, Depression
- Eating Disorders, Alcohol/Drug Abuse, Job Related Problems
- Legal/Financial Concerns, Grief/Loss

Note: Due to the confidential nature of EAP visits, points will not be tracked or awarded. However, we want all JC School District Employees and their dependents to be aware of and take advantage of this wellness benefit. **Call MU Health Care Mental Wellness Clinic at 573-632-5560 for more information or to schedule an appointment.**

Other Possible Support Groups

Wellness includes your physical, mental, and spiritual health. If you have an idea for a support group and would like help or more information on creating a group please reach out to Wesley Lochhead to discuss whether it can be offered district-wide or started by you for coworkers with similar interests. You're welcome to start your own group, as long as it aligns with district expectations.

Local Gym Support Groups

JC School District has teamed up with the [YMCA, The Linc, and MU HealthCare Healthplex](#) to offer our employees the ability to join a gym at a corporate rate. This is open to all employees part time and full time even if you do not participate in wellness. You only need to show a current pay stub and name tag to verify employment in order to join at the corporate rate. Please visit the Wellness website for more information on membership costs and opportunities for classes. You may also follow-up with Wesley Lochhead, Wellness Coordinator with any further questions.

Frequently Asked Questions

1. How do I log my activities for the wellness program?

Contact your Building Champion to register and participate in the Wellness Program, they will then create a Google form and log sheet. The log sheet and form will be used to track your activities

2. How do I save and use my Google form?

You will receive an email with a link to your Google form after it is created by your Building Champion. Entries will auto save. If you make an error, reach out to your Building Champion.

3. How do I make sure I get my \$200 bonus for participating in the wellness program?

Eligibility for the bonus participants need to complete the CHRA and 300 wellness points.

4. How many points are needed to earn the \$200?

300 points - please see the point value table and refer to the Wellness website for upcoming events.

5. How long do I have to earn the 300 points?

August 1st to April 15th during each wellness year

6. I am a new employee. How do I go about joining the wellness program during the school year?

Employees that start between July 1st and November 1st of the current wellness year can join the Tier 1 wellness program by completing the CHRA and earning their 300 Wellness activity points by April 15th. Employees hired December through June are welcome to participate in any of the district-sponsored wellness events, however will not be eligible to earn points for the reward until the following wellness year.

7. What if I completed my biometrics in March but did not complete my CHRA am I still eligible to participate in the program in the monthly insurance premium reduction?

No, both items must be met prior to the deadline to be eligible for the monthly insurance premium discount.

8. I missed the biometrics screening dates. How do I get that completed to still participate in the wellness program?

Please bring the [“UMR Physician Lab Form”](#) to your physician for completion and then upload directly to the UMR website prior to the March 31st deadline. You can also attend the make up day for biometric screenings prior to March 31st. If you need help uploading the document please reach out to Wesley Lochhead.

9. I didn't check my email for wellness information and did not get items completed in time. Is there an exception to still join the wellness program for the current year?

Deadlines are set and information sent to staff in many ways, including flyers, Wednesday Wire, Wellness newsletter, e-mail, and Building Champions. If deadlines are missed unfortunately there are no exceptions but you will still have the opportunity to join next year.

10. I cannot remember if I completed my CHRA, how do I verify it is completed?

Please log into the [UMR website](#) and click on the button for “Check your wellness activities”, this will take you to the wellness page. On this page on top of the middle column it would read “Take CHRA” or “Congratulations! You have completed your assessment”

11. The school year has started already and I would like to join the wellness program. Is it too late? To participate in Tier 1, current and new employees must complete the CHRA by November 1st. This deadline ensures enough time to earn 300 pts for the \$200 payout in May.

Information in this Wellness booklet is subject to change along with dates, events, and requirements. If a discrepancy is found, information will be evaluated at time of question. Please reach out to the Wellness Coordinator, [Wesley Lochhead](#), if you have any questions.

<u>Building</u>	<u>Champions</u>
Belair	Brianna Norman
Callaway Hills	Kaylee Hubbs
East	Buffy Atout
Cedar Hill	Katie Brockman
Gordon	Shelley Kleene
Lawson	Shelley Newman
Moreau Heights	Whitney Estill
North	Hillary Booth
Pioneer Trail	Tara Verslues
South	Jenny Goodman
West	Kati Spencer
JCECC	Teri Enloe
LC	Kate Leary
LC	Jennifer Huckstep
TJ	Kara Coleman
TJ	Kelsey Hile
CCHS	Aubrey Allen
CCHS	Megan McReynolds
JCHS	Madison Washington
JCHS	Dulce Stevens
JCAC	Katie Hudson
NCC	Stacy Buschman
Dix Road	Caitlin Collins
Central Office	Mindie Friederich
Maintenance	Regina Kuster

REGARDING WELLNESS PROGRAM (ADA)

JC Wellness 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 an online CHRA 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 HDL, LDL, Triglycerides, Total Cholesterol, Fasting Glucose. You are not required to complete the inquiries or to participate in tests or other medical examinations.

However, employees who choose to participate in the wellness program and elect to carry our insurance will receive an incentive of a \$30/month insurance premium discount during the current benefit period. Although you are not required to complete the inquiries or participate in the screenings, only employees who do so will receive the \$30/month insurance premium discount.

Additional incentives of up to \$200 may be available for employees who participate in certain health-related activities and who are currently benefits eligible even if they did not elect the insurance. In order to receive the additional \$200 incentive, you must complete various wellness activities hosted by the District and accumulate at least 300 points within the timeframe of August 1st to April 15th of each year. 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 Wesley Lochhead, Wellness Coordinator, 573-659-3254.

The information from your inquiries and results from your screenings 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. 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 Jefferson City School District may use aggregate information it collects to design a program based on identified health risks in the workplace, JC Wellness 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 (are) you, your physician (if requested), and UMR, 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 Wesley Lochhead, Wellness Coordinator, 573-659-3254.



Wellness Coordinator

Wesley Lochhead

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