



# 2024

## WELLNESS PROGRAM



**SHEBOYGAN AREA**  
— SCHOOL DISTRICT —

Participate in the Wellness Program this year to earn an incentive in 2025.

**Wellworks** For You

# Welcome to your 2024 Wellness Program!

The Sheboygan Area School District Wellness Program requirements are listed throughout this program guide. Eligible employees and spouses will have opportunities to participate in various wellness activities to earn an incentive.

Take an active role in your health and experience the benefits of wellness!

The Sheboygan Area School District (SASD) wellness program is considered state-wide as one of the finest examples of a district controlling healthcare costs through a wellness program. It is amazing that we have been able to keep health expenses down over the past ten years with no increases to deductible or out-of-pocket expenses for our employees. Much of this is due to employee participation in our robust wellness program.

As an employee of SASD, your wellness and well-being are a priority. Through SASD's Wellness Program, you will be able to engage in activities and access resources and tools related to health, wellness, and well-being. Additionally, the Wellness Program will allow you to build and sustain a healthy work-life balance.

The purpose of the Wellness Program is to improve each individual's health by educating, empowering, enlightening, and motivating you about health issues and risks that one could face and how to **prevent them** before they occur. Whether it's through an energizing pilates session, nutrition, diabetes management, sessions on mental health, sleep, brainpower, etc., it caters to the overall well-being of each individual and the team members as a whole.

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# PROGRAM REQUIREMENTS

The program year runs from **November 1 - October 31** each year. All points and required documents must be submitted by **October 31, 2024** to receive credit. The Early Bird deadline for this year's program is **September 30, 2024**.

## ANNUAL PHYSICAL EXAM (LAB WORK NOT REQUIRED)

Visit your Primary Care Physician (PCP) for an annual physical exam. The annual physical exam is required. Without completing this requirement, your wellness points will not count. The annual physical exam must take place between **November 1, 2023** and **October 31, 2024**. There is no form required for completing the annual physical. To confirm completion, just simply self-report it on your Wellworks For You portal by **October 31, 2024** to receive credit.

## EARN WELLNESS POINTS

Collect up to **40 wellness points** by participating in activities listed on Page 5. You are required to verify completion via self-reported participation on the homepage of the Wellworks For You Portal or home screen of the mobile app. Your participation will be updated automatically. All activities will need to be completed and reported to your Wellworks For You account by **October 31, 2024** to receive credit.

## UPLOADING FORMS

The Age/Gender Appropriate Screenings form is the only form that's required to be uploaded. However, if your account is audited, you will be required to provide proof of completion of your wellness activities.

## SELF-REPORTING INSTRUCTIONS

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com) and login
2. Click on the "Click Here to Self-Report Your Points" button on the home page
3. Click the "Get Started" button to proceed confirming participation
4. Click the "Confirm Your Participation" button in the upper right-hand corner of the activity pop-up
5. Enter the date of appointment or completion
6. Click "Confirm"

# ACTIVITIES

Self-report the completed activities listed below between **November 1, 2023**, and **October 31, 2024**. If you participate in the **Age and Gender Appropriate Screenings** activity, the form must be completed by your **Primary Care Physician** and uploaded by **October 31, 2024**. The form is located within the **Wellness Locker** linked on the homepage or accessed via the **Portal MENU**.

## APPROVED WELLNESS ACTIVITIES

## POINTS

<b>Annual Physical</b> Earn one (1) bonus point for the current year if completed by June 30 <sup>th</sup> . Bonus points to be added at the end of each fiscal quarter.	<b>0 Points</b>
<b>PREVENTIVE</b>	
<b>Age/Gender Appropriate Screenings</b> <ul style="list-style-type: none"> <li>Cervical Cancer Screening</li> <li>Breast Cancer Screening</li> <li>Prostate Cancer Screening</li> <li>Colorectal Cancer Screening</li> </ul>	<b>20 Points</b>
<b>Flu/ COVID/ Shingrix Vaccinations (Max 6 points)</b>	<b>2 Points Each</b>
<b>Dental Exam and Cleaning (Max 10 points)</b>	<b>5 Points Each</b>
<b>Dermatology Exam (skin check/skin cancer screen)</b>	<b>5 Points</b>
<b>Vision Exam</b>	<b>5 Points</b>
<b>PHYSICAL ACTIVITY</b>	
<b>Exercise Log (Max 12)</b> 3 days of 20 minutes cardio and 2 days of 15 minutes of strength training each week	<b>1 Point Per Week</b>
<b>Featured Fitness Class (Max 5)</b>	<b>1 Point Per Session</b>
<b>Publicly Sponsored Fitness Events - Run, Walk, Bike (Max 2)</b>	<b>1 Point Each</b>
<b>LIFESTYLE</b>	
<b>Non-Nicotine Attestation</b>	<b>5 Points</b>
<b>Nicotine Cessation Program</b>	<b>10 Points</b>
<b>Weight Loss/Management Program</b> This program is offered through the Wellworks For You portal	<b>5 Points</b>
<b>Employee Assistance Program (EAP) Visit (Max 3)</b>	<b>1 Point Per Visit</b>
<b>Nutrition Coaching (Max 5)</b>	<b>1 Point Per Visit</b>
<b>SASD Sponsored Events</b>	
<b>Financial Wellness Planning (Max 2)</b>	<b>1 Point Each</b>
<b>Back to School Bash</b>	<b>2 Points</b>
<b>Early Bird - (Deadline September 30th)</b> Points will be applied towards next year's program in November 2024	<b>2 Points</b>
<b>OTHER</b>	
<b>SASD Newsletter Quiz (Max 3)</b>	<b>1 Point Each</b>
<b>Wellworks For You Newsletter Quiz (Max 5)</b>	<b>1 Point Each</b>
<b>Wellworks For You E-Learning (Max 3)</b>	<b>1 Point Each</b>
<b>Blood Donation</b>	<b>1 Point</b>
<b>Plasma Donation</b>	<b>1 Point</b>
<b>Self-Care/Stress Relief (Max 2)</b>	<b>1 Point Each</b>
<b>Wellness Challenges (Max 8)</b> Details of the wellness challenges will be announced during the wellness year.	<b>1-3 Points Each</b>
<b>Advanced Directive/Living Will (Max Lifetime 5 Points)</b>	<b>5 Points</b>



# INCENTIVES

To be eligible for an insurance premium discount for **2025**, you (and your spouse, if applicable) must complete an annual physical and engage in the approved wellness activities. The approved wellness activities are also listed on the **Wellworks For You Portal**.

## ACTIVITY ACHIEVED

## PREMIUM SHARE INCENTIVE

No Participation	23 Percent
BOTH Employee AND Spouse complete an annual physical exam	15.6 Percent
BOTH Employee AND Spouse complete an annual physical exam and EITHER Employee OR Spouse earn 40 wellness points	14 Percent
BOTH Employee AND Spouse complete an annual physical exam and BOTH Employee AND Spouse earn 40 wellness points	12 Percent

## Sheboygan Area School District 2024 Premium Rates\*

		Employee Portion 23%	Employee Portion with Completed Annual Physical By <u>Both</u> Employee and Spouse 15.6%	Employee Portion with Completed Annual Physical By <u>Both</u> Employee and Spouse AND 40+ Wellness Points Each By <u>Either</u> Employee or Spouse 14%	Employee Portion with Completed Annual Physical By <u>Both</u> Employee and Spouse AND 40+ Wellness Points Each By <u>Both</u> Employee and Spouse 12%
<b>Monthly Costs</b>	<b>Total Premium</b>				
Single	\$821.14	\$188.86	\$128.10	NA	\$98.54
Limited Family	\$1,846.56	\$424.71	\$288.06	\$258.52	\$221.59
Family	\$2,622.73	\$603.23	\$409.15	\$367.18	\$314.73
<b>Annual Costs</b>					
Single	\$9,853.68	\$2,266.35	\$1,537.17	NA	\$1,182.44
Limited Family	\$22,158.72	\$5,096.51	\$3,456.76	\$3,102.22	\$2,659.05
Family	\$31,472.76	\$7,238.73	\$4,909.75	\$4,406.19	\$3,776.73

SASD will apply a \$75 monthly surcharge to your medical insurance premium if your spouse elects not to take insurance available through their employer but instead chooses to enroll in SASD's medical plan.

# WELLNESS PORTAL

In order for your participation in the program to be tracked, eligible participants must be registered under the Wellworks For You Portal. Please follow the steps below to create or login to your account.

In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.

## NEW PARTICIPANTS: REGISTER ON THE WELLWORKS FOR YOU PORTAL OR MOBILE APP

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the **register** link and create an account
3. Enter your Company ID: **12974**
4. Complete the registration process

## FORGOT YOUR USERNAME OR PASSWORD?

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800-425-4657**

Wellworks For You Website



Apple Mobile App



Android Mobile App




## ADDITIONAL INFORMATION

### SMARTPHONE APP

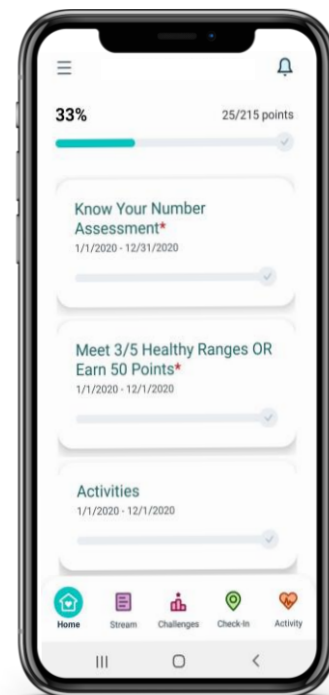
The Wellworks For You Portal App includes all of your favorite features from the Wellworks For You Portal including programs and events listings, incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free app.

### NOTIFICATIONS INBOX

View your Wellness Program reminders in the **Notifications Inbox** located on the right side of your Wellworks For You Portal homepage. Click on  above the **Notifications Inbox** to view your Wellness Program reminders in detail.

### VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

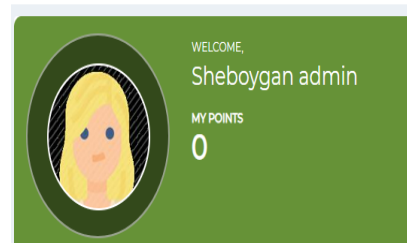
Events are listed on your Wellworks For You Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).



### VIEW YOUR INCENTIVE PROGRESS


Looking for an overview of your progress to date?


- Log into your Wellworks For You Portal ([www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)).
- View your program status right on the homepage in the top right-hand section.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.



November 1, 2023 - October 31, 2024

My Next Steps
2 Tasks Remaining


**Self-Report 2024 Annual Physical Exam**  
Please Self-Report your Annual Physical Exam. Complete the Annual Physical Exam: Visit your Primary Care Physician (PCP) for an Annual Physical Exam. The Annual Physical Exam is required. Without completing this requirement, your wellness points will...
GET STARTED >


**Click Here To Self-Report Your Points**  
Collect up to 40 wellness points by participating in the approved wellness activities below. Verify your completion via self-reported participation and your points will be updated automatically. All activities will need to be completed and reported to...
GET STARTED >



# FREQUENTLY ASKED QUESTIONS

**Q: Is an annual physical required?**

A: The annual physical is required not only as a measurement to keep the SASD's health costs low, but also to help you maintain your health and prevent any major health issues in the future.

The annual physical doesn't have any points associated with it, but it is required in order for your points to count.

**Q: Am I required to get lab work as part of the annual physical?**

A: No.

**Q: How many wellness points to do I need to earn during the program year?**

A: The program requires that you complete 40 points in addition to the annual physical exam.

**Q: I am a new employee this year. When am I required to start collecting points?**

A: The Wellness Program is voluntary regardless if you're on the SASD health insurance plan or not. If you're on the insurance plan and would like to participate, follow the guidelines on the Points and Incentives Overview document on when you should start earning points. The document is located on the SASD Wellness website.

**Q: I am having issues with my account (login, user name, technical issues, missing points, etc.), who do I contact?**

A: Contact [Wellworks For You](#) by clicking on the chat or email button at the bottom right corner of the login page. A representative will contact you within 24 hours.

**Q: My spouse isn't on my health insurance. Are they required to complete the annual physical and wellness points?**

A: No.

**Q: If I only take dental and eye insurance and waive the health insurance, am I required to earn points?**

A: No.

**Q: At what age am I required to complete the age/gender appropriate screenings?**

A: Contact your primary care physician. They will be able to let you know if you're up to date or not.

**Q: What is the age/gender appropriate screening and what does it require?**

A: The age/gender appropriate screening is listed as one of the Approved Wellness Activities. This activity is worth 20 points. To earn the 20 points, your primary care physician must indicate on the form that you are up-to-date on all of the preventive screenings. You cannot earn partial/lesser points if you're partially up to date. The form can be found on the SASD Wellness Website or in the Wellness Locker in the Wellworks For You portal.

**Q: What passes as a preventive screening? Can I take the Cologuard test instead of going through a Colonoscopy cancer screening? I had a mammogram completed last year, is that the same thing as breast cancer screening?**

A: Contact your primary care physician. They will be able to let you know what is considered passing as well as if you're up to date or not.

**Q: Am I required to upload the age/gender appropriate screening form?**

A: Yes. You must also self-report it in order to receive the points.

**Q: What if I can't get in for a screening because they are scheduled 6-8 months out?**

A: Contact your primary care physician and find out if you need the screening first. If not up to date, educate your primary care physician about the SASD Wellness Program and deadline (October 31) and they will work with you on scheduling an appointment.

Continued next page...

**Q: How else can I earn the 40 wellness points if I don't want to do the age/gender appropriate screening?**

A: Refer to the Approved Wellness Activities on page 5.

**Q: Where can I find more information on SASD's Wellness Program?**

A: You can find more information on the SASD Wellness Website at <https://www.sheboygan.k12.wi.us/staff-wellness>.

**Q: I am trying to complete my Benefits Open Enrollment in Skyward, but I'm not sure what insurance rate I qualify for.**

A: If you have accumulated at least 40 points and completed your annual physical by the October deadline each year, you qualify for the lowest insurance premium share.

**Q: How can I verify that I completed my points and annual physical?**

A: In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You. Simply select **Contact Us** from the Wellworks For You Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at **800-425-4657** or use the **"Chat Live"** feature. A representative will contact you within 24 hours.

**Q: Does my spouse have a different login than I do?**

A: Employees and spouses are required to have their own separate accounts for tracking and logging their individual progress.

## THE FINE PRINT

The Sheboygan Area 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 an annual physical and you can earn points by participating in additional activities to increase your incentive. You are not required to complete these components. However, employees who choose to participate in the wellness program will receive a premium differential effective in 2024.

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 Sheboygan Area School District Human Resources Department at 920-457-6738.

### 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 Sheboygan Area School District may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You 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 are the Wellworks For You team 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 Wellworks For You at 800-425-4657.



## Questions about the Wellness Program?

# CONTACT YOUR WELLNESS TEAM



All questions regarding the Wellness Program structure, status in the program, deadlines, etc. should be directed to Wellworks For You via the Portal.

Simply select **Contact Us** from the Wellworks For You Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at **800-425-4657** or use the “Chat Live” feature.



Our “Chat Live” feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness.

*(The chat feature is not available on the mobile app).*