

## NOTICE REGARDING WELLNESS PROGRAM

The Tacoma Employee 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 Tacoma Employee Wellness Program you will be asked to complete a voluntary health risk assessment or "HRA" through the Virgin Pulse Wellbeing Platform, which is called a "Health Check." This assessment asks a series of questions about your lifestyle, health numbers, and diagnosed conditions. You will also be encouraged to participate in certain health-related activities (see Pages 3 - 5). It is not mandatory to complete the Health Check or participate in the health-related activities via the Virgin Pulse Wellbeing Platform.

However, employees who choose to participate in the wellness program will receive incentives for meeting certain requirements. Although you are not required to complete the Health Check or participate in health-related activities, only employees who do so will receive the wellness incentive (except for employees who hire between May 1<sup>st</sup> and September 30<sup>th</sup> of an incentive cycle, as they are less likely to be able to meet the program requirements). These individuals are provided the incentive when hired but are required to meet the program requirements to earn future incentives.

YEAR	WELLNESS INCENTIVE		
<b>2024</b>	Employees who meet the Wellness Program 2024 Incentive Requirements will receive the following credit: <b>\$20 per month credit</b> toward their premium contribution for medical insurance coverage under the Regence and Group Health Traditional Plans  OR  <b>\$40 per month credit toward</b> their premium contribution for coverage under the Regence High Deductible Health Plan (HDHP) with a health savings account (HSA)  <u>Contributions to HSA Accounts:</u> Employees who elect an HDHP with HSA plan option, will <u>additionally</u> receive contributions to an HSA from the City, which will be prorated per pay period throughout the plan year. Employees participating in the Wellness Program will receive a <b>higher contribution</b> .		
	<b>WITH WELLNESS</b>		<b>WITHOUT WELLNESS</b>
	Employee Coverage	<b>\$1,250/year</b>	\$500/year
	Family Coverage	<b>\$2,500/year</b>	\$1,000/year

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 your Wellness Coordinator at 253-591-5200 or [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org).

The information from your Health Check 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 identifying certain journeys a participant may want to explore. 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 City of Tacoma may use aggregate information it collects to design a program based on identified health risks in the workplace, the Tacoma Employee 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.

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 is obligated to abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information is Virgin Pulse in order to provide you with services under the wellness program through the health portal.

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. Virgin Pulse only shares aggregate information it collects across the whole City of Tacoma population to assist the City with designing a program based on identified health risks in the workplace. 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 your Wellness Coordinator at 253-591-5200 or [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org).

# Ways to Earn the 2025 Wellness Incentive

Earn 25,000 points between Oct. 1, 2023 and Sept. 30, 2024

Create an account at [join.virginpulse.com/cityoftacoma](https://join.virginpulse.com/cityoftacoma).

Learn more at [member.virginpulse.com](https://member.virginpulse.com) under 'Rewards' and 'How to Earn'.

## ACTIVITY

ACTIVITY	DAILY	POINTS
Take 1,000 steps in a day		10
Take 2,000 steps in a day		20
Take 3,000 steps in a day		30
Take 4,000 steps in a day		40
Take 5,000 steps in a day		50
Take 6,000 steps in a day		60
Take 7,000 steps in a day		70
Workout for 15 mins in a day		70
15 active minutes in a day		70
Take 8,000 steps in a day		80
Take 9,000 steps in a day		90
Take 10,000 steps in a day		100
Workout for 30 mins in a day		100
30 active minutes in a day		100
Take 11,000 steps in a day		110
Take 12,000 steps in a day		120
Take 13,000 steps in a day		130
Take 14,000 steps in a day		140
Workout for 45 mins in a day		140
45 active minutes in a day		140
20-Day Triple Tracker: 7,000 steps/15 active minutes/15 workout minutes	MONTHLY	400
20-Day Triple Tracker: 10,000 steps/30 active minutes/30 workout minutes	MONTHLY	500
Connect first activity device	ONETIME	200

POINTS

## CARDS

CARDS	DAILY	POINTS
Do your daily cards	DAILY	20
Complete 10 daily cards in a month	MONTHLY	100
Complete 20 daily cards in a month	MONTHLY	200

## CHALLENGES

		POINTS
MONTHLY	Post a chat comment at least once a week for all weeks of the challenge	50
	Create a team in the company challenge and recruit enough players to fill it	50
	Reach final destination in the destination challenge	100
	Track at least once a week for all weeks of the challenge	100
	Join the company challenge	100
	Join personal challenge	100
	Creating a personal challenge	150
	Win the promoted healthy habit challenge	200
GAME	Unlock a destination in the destination challenge	25
ONETIME	Add friend outside your company	100

## CUSTOM

		POINTS
QUARTERLY	Complete a certified weight management program	1000
ANNUALLY	Attend a City of Tacoma wellness webinar or onsite seminar	250
PROGRAM	Complete your annual physical	2500

## GENERAL

		POINTS
QUARTERLY	Set your interests	100
ANNUALLY	Invite a colleague to join	0 / 250
PROGRAM	Complete Nicotine-Free Agreement	100
	Set a wellbeing goal	200

## JOURNEYS

		POINTS
DAILY	Complete a Journey Step	30
PROGRAM	Complete a Journey	0 / 1800

## MY CARE CHECKLIST

		POINTS
PROGRAM	Complete 3 preventive care activities	500

## NUTRITION

		POINTS
DAILY	Browse healthy recipes via Zipongo	10
	Daily calorie tracking via MyFitnessPal	20
WEEKLY	Favorite a recipe via Zipongo	10
	Add a recipe to Grocery List via Zipongo	10
MONTHLY	Track calories 10 days in a month via MyFitnessPal	200
	Track calories 20 days in a month via MyFitnessPal	300
QUARTERLY	Choose your eating type via the Nutrition Guide	250
ONETIME	Connect My Fitness Pal	100

			POINTS
ONETIME	ONETIME	Add a profile picture	100
		Complete registration	100
		First login to mobile app	250
		Add 5 friends	250
RECOGNITION	MONTHLY	Give a shoutout	100
		Receive a shoutout	100
SLEEP	DAILY	Track sleep manually	20
		Track sleep nightly	20
		Sleep > 7 hours in a night	50
	MONTHLY	Track sleep 10 days in a month	100
		Track sleep 20 days in a month	200
		Sleep > 7 hours 20 days in a month	500
GAME	Choose your sleep profile via the Sleep Guide	250	
SURVEY	PROGRAM	Completing the Health Check survey	2500
TRACKING	DAILY	Track your healthy habits	10
		Track Healthy Habits 10 days in a month	200
	MONTHLY	Track Healthy Habits 20 days in a month	300
		ONETIME	First time tracking healthy habits 5 days in a month

**Important Note:** In addition to the above ways to earn, you can also reach out to your Wellness Coordinator at [wellness@cityoftacoma.org](mailto:wellness@cityoftacoma.org) to receive a **voucher** for participation in a community physical activity-related event. You can redeem up to **six vouchers** during the program year for participating in a 5K—9.99K and/or 10k+ event for 200 and 400 points each, respectively.