Board of County Commissioners
Leon County, Florida

Policy No. 12-____

Title: Leon County Wellness Program

Date Adopted: September 18, 2012

Effective Date: September 18, 2012

Reference: N/A

Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that establishing a Leon County Wellness Program will create a "Culture of Health" by encouraging healthy lifestyles in order to improve employee health and well-being, reduce absenteeism, increase productivity and mitigate the cost of medical insurance, to wit:.

I. Purpose:

The primary purpose of the Leon County Wellness Program shall be to offer programs and services to assist employees in making voluntary behavior changes that improve employee health and enhance individual productivity and well-being or maintaining a healthy lifestyle.

II. Scope:

The Leon County Wellness Program is a voluntary program and is available to all Board and Constitutional Office employees. Leon County's Wellness Program is a member of the Wellness Council of America (WELCOA). The Wellness Program shall operate under the seven benchmarks established by WELCOA as follows:

- Capturing Senior Level Support
- Creating a Cohesive Wellness Team
- Collecting Data to Drive Health Efforts
- Crafting an Operating Plan
- Choosing Appropriate Programs/Activities
- Creating a Supportive Environment
- Consistently Evaluating Outcomes

III. Definitions:

A. **County Sponsored Programs** - A County sponsored wellness program is one that is administered by the Leon County Wellness Team under the division of Human Resources and one in which participation can be tracked by the Wellness Team

B. **Value Based Design (VBD)** - An employee-driven benefit strategy that builds employee incentives into the benefit design and healthcare premium contributions structure to encourage employees to use specific high value services or providers or to adopt or maintain healthy behaviors.

C. **HRA/PHA** - A Health Risk Appraisal (HRA) or Personal Health Assessment (PHA) is a self-reported survey that evaluates a person's risk for health problems and/or chronic diseases based on their lifestyle behaviors such as tobacco use, eating and exercise habits and their ability to manage stress.

D. **Rewards Program** - The wellness activities that will qualify the employees to receive healthcare premium discounted contribution rates under the VBD program in 2014.

IV. Administration:

A. The County Administrator, County Attorney Office and Constitutional Officers participating in the Wellness Program shall appoint representatives to serve on the Wellness Team.

B. The Wellness Coordinator will be responsible for the daily management and administration of the Wellness Program.

C. The Wellness Team comprised of representatives from Board and Constitutional Offices will be responsible for the implementation of programs and services offered through the Wellness Program to employees.

V. Employee Privacy

The Wellness Program will collaborate with the County Attorney's office to ensure that programs and services offered protect the privacy and confidentiality of employees' personal information. Leon County shall comply with all applicable Federal and State regulations impacting employee participation in the Wellness Program, including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) the Genetic Information Nondiscrimination Act (GINA), and the Americans with Disabilities Act (ADA).

Leon County, in its operation of the Wellness Program, is strictly prohibited from any and all access to individual employee health records or medical information. Leon County may only obtain aggregate reports and data on the overall health of the workforce to measure Wellness Program effectiveness and evaluate outcomes.

VI. Employee Participation

Employees voluntarily participating in health and wellness activities should seek the advice of a medical professional prior to engaging in wellness related activities. Programs and services will be developed and offered through the Wellness Program with the goal of meeting the needs of all employees. Employees should contact the Wellness Coordinator to request additional programs or services or changes in programs or services to better meet their individual needs.

VII. Value Based Design (VBD)

The Value Based Design (VBD) Program is an employer-driven benefit strategy that builds employee incentives into the benefit design and premium contributions structure to encourage employees to adopt or maintain healthy lifestyles. For Leon County, the proposed VBD Program would gradually integrate the Wellness Program into the Health Insurance Program by offering discounted premium contributions for employee participation.

A. Objective:

The primary objective of the program is to help control employer healthcare costs while improving employee health. This is accomplished by encouraging participation in Wellness programs and offering discounts and incentives that are directly tied to the Health Insurance Program.

The VBD will be offered to Board and Constitutional Office employees with the following eligibility criteria:

1. The VBD is a voluntary program for all employees
2. All employees will be able to participate in the Wellness Program.
3. Benefits eligible employees who are enrolled in a County sponsored health insurance plan shall be offered a lower employee contribution rate on Health Insurance premiums if they participate in Wellness Program activities and incentive programs.
4. Employees currently enrolled in the health insurance Spousal Program or Op-Out program will not be eligible for the VBD Premium incentive, however, these employees may participate in the wellness program
5. New employees will have the opportunity to take the HRA during their initial 30-days on the job, at the same time they are selecting their benefits.

B. Employee Premium Contributions

Annually, the Leon County Board of County Commissioners shall establish the employer/employee contribution strategy for health insurance premiums. Employee's voluntarily participating in designated VBD wellness program activities shall be eligible to receive a financial incentive discount in the form of a reduced health insurance premium contribution rate as determined the Board annually. The premium discount will be effective on January 1 of each plan year.

C. Rewards Program

During the first quarter of the 2012/13 Fiscal Year, employees voluntarily participating in the VBD Wellness Program will be requested to complete a Health Risk Assessment in order to be eligible to receive reduced health insurance premiums effective January 1, 2013. In subsequent years a Wellness Rewards Program will be available. Wellness Rewards is an incentive-based wellness program designed to help Leon County employees participate in healthy lifestyles. The program helps employees address many aspects of their health and provides rewards for completing a certain number of healthy activities throughout the year. Employees will be provided a variety of lifestyle improvement programs and activities to choose from to meet their healthy lifestyle goals. Employees meeting the number of activities set by the Rewards Program will be eligible to receive a lower medical insurance employee premium contribution rate.

Annually, the Wellness Coordinator will communicate details of the Rewards Program to County employees. While a variety of programs and services will be offered through Rewards Program, any employee that has ADA limitations which prevent them from participating in the programs or services offered through the Wellness Rewards Program should contact the Wellness Coordinator to determine potential alternatives. The Wellness Coordinator will consult with the ADA Coordinator to determine potential alternatives.

The Rewards Program will focus on the following areas:

- Wellness Education
- Physical Activity
- Health and Nutrition
- Stress Management and Work-Life Balance
- Preventative Care
- Tobacco Cessation

VIII. Administrative Leave for Wellness Activities

In order to encourage employees participating in Wellness Program activities and to accommodate employees traveling to and from wellness events, each County employee may be granted up to one hour of administrative leave per month to participate in a County sponsored wellness program. A County sponsored wellness program is one that is administered by the Leon County Wellness Team, and the Wellness Coordinator maintains a record of employee participation in Wellness events. Administrative Leave is not provided to Temporary OPS or EMS PRN Employees.

Supervisors are responsible for coordinating their department's involvement in any wellness activity and are encouraged to accommodate employees, when feasible, to attend a wellness event. As with any voluntary program, decisions surrounding the availability of an employee to attend a wellness activity should be made in consideration of the operational needs of the respective office. In accordance with the core values of Leon LEADS, customer service and appropriate staffing to provide required services will take precedence over any County sponsored wellness activity.

Adopted September 18, 2012