

# Notice Regarding Wellness Programs

Salt Lake County's (SLCo) Employee Wellness Program and WellSteps is a voluntary wellness program available to all employees and spouses/adult designees. 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.

In efforts to support the health and wellbeing of our employees and spouses/adult designees, SLCo Employee Wellness asks that all participants complete an annual physical. This exam is required for any participant seeking any monetary incentives through the program. Points will be tracked through WellSteps. Monetary reward opportunities are as follows:

- Employees and spouses/adult designees who are benefit eligible or enrolled on the medical plan who choose to participate in the wellness program will be eligible to each receive a cash incentive of up to \$250.
  - Note that this and some other financial incentives will be subject to income tax for the employee who receives this benefit/incentive.
- Employees and spouses/adult designees who are enrolled on the high deductible medical plan and choose to participate in the wellness program will be eligible to each receive up to a \$275 HSA contribution.

You may be asked to complete a voluntary Personal Health Assessment or "PHA" that asks a series of questions about your health-related activities and behaviors. While it is not required, you will have the opportunity to complete a biometric screening/blood test through your physician. Results will be recorded by your provider on the annual physical form, which will include blood pressure, glucose, cholesterol, and HbA1c. The information from your PHA and the results recorded on your physical form may 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 wellness activities, seminars, tips for a healthy lifestyle, etc.

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 SLCo Employee Wellness at [employeeewellness@saltlakecounty.gov](mailto:employeeewellness@saltlakecounty.gov) or 385-468-4062.

## For More Information or to Report a Problem

- If you have questions or would like additional information, or if you would like to make a request to inspect, copy, or amend health information, or for an accounting of disclosures, contact the plan privacy officer. All requests must be submitted in writing.
- If you believe your privacy rights have been violated, you can file a formal complaint with the plan privacy officer; or with the U.S. Department of Health and Human Services. You will not be penalized for filing a complaint.

## Other Uses of Health Information

Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written authorization. If you authorize us to use or disclose health information about you, you may revoke that authorization, in writing, at any time. If you revoke your authorization we will no longer use

or disclose health information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your authorization, and that we are required to retain our records of the payment activities that we provided to you.

## Protection from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. De-identified population health information will be used by SLCo Employee Wellness and WellSteps to design health programs based on identified risk in the workplace. Neither entity will ever 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 individuals who will receive your personally identifiable health information are WellSteps personnel and HealthyLifestyles team members 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. In the event a data breach involving information you provide in connection with the wellness program occurs, 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 SLCo Employee Wellness at [employeewellness@saltlakecounty.gov](mailto:employeewellness@saltlakecounty.gov) or 385-468-4062.