

NOTICE REGARDING WELLNESS PROGRAM

The Northern Arizona Public Employee Benefit Trust [NAPEBT] 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 a voluntary health risk assessment or "HRA" 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 [be specific about the conditions for which blood will be tested.] You are not required to complete the HRA or to participate in the blood test or other medical examinations.

However, employees who choose to participate in HRA will receive an incentive of \$120.00 for completing the HRA and providing the results the biometric screening. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive the \$120.00 incentive.

Additional incentives of \$240.00 for a total of \$360 may be available for employees who participate in certain health-related activities like lunch and learns, free wellness classes, and online education. 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 The Wellness Manager at Email: kwittekind@coconino.az.gov, Phone: 928-679-7176.

The information from your HRA and the results from your biometric screening 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 stress or nutrition classes. You also are encouraged to share your results or concerns with your 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 NAPEBT may use aggregate information it collects to design a program based on identified health risks in the workplace, the NAPEBT 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. 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 or health benefits.

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 such as your name, date of birth, and health plan chosen are Baker Tilly (your online benefits enrollment system), your benefits department for purposes of awarding your incentive, or Blue Cross Blue Shield of Arizona for reporting purposes, in order to provide you with an incentive or data as part of the wellness program.

The results of your personally identifiable biometric results or HRA answers will never be shared with anyone and are stored on an encrypted server. 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 the Wellness Manager at Email: kwittekind@coconino.az.gov, Phone: 928-679-7176.