2019 Wellness Incentive Program Rules & Guidelines

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Overview

What is the Wellness Incentive Program?
Earn up to **50,000 Rewards Program points or $200 cash** when you complete Wellness Incentive Program activities. The program encourages employees and their spouses to take charge of their lives and well-being by completing a variety of wellness activities that promote healthy eating, physical activity, personal coaching, and preventive care. We also support a work culture of wellness where employees feel, live and work better. Staying or getting healthy helps keep insurance costs down for both you and your family as well as the County, creating a win-win situation.

Pinellas County reserves the right to make changes to the incentive program, choice of rewards, and to make determinations as to qualifications for earning rewards.

Who is eligible?
- **Health Plan Enrollees**: Permanent employees enrolled in a Pinellas County health plan are eligible for all incentives.
- **Opt Outs**: Permanent employees who opt out of health coverage are not eligible for incentives requiring enrollment in our UnitedHealthcare plan (Wellness Coaching, Chronic Condition Management, and Maternity Support).
- **Spouses/Partners**: Employee spouses and domestic partners enrolled in a County's health plan are eligible for all incentives except the Wellness Learning Series.
- **Temporary Employees**: Not eligible for the program.

How are activities tracked?
- UnitedHealthcare (UHC) tracks preventive screenings (colonoscopy, pap test or mammogram), Wellness Coaching, Chronic Condition Management, and Maternity Support. Once UHC processes a claim, it appears in Rally as Complete.
- Pinellas County tracks incentive activities for opt out employees.
- Pinellas County staff track the Wellness Learning Series.
- **All incentive activities are rewarded quarterly** (see Incentive Payout Chart).
How to Begin

Choose your incentive activities and start any time in 2019 (keep in mind that the last day to begin one of the 8-week challenges is November 1). View the activities below, or see the incentive chart.

- **Preventive Screening**
- **Fruit & Veggie Challenge**
- **Get Fit**
- **Nutrition Challenge**
- **Wellness Coaching**
- **Wellness Learning Series**
- **Chronic Condition Management**
- **Maternity Support**

### Preventive Screening

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rally %</th>
<th>Reward Points</th>
<th>Cash</th>
<th>Employee</th>
<th>Spouse (on County plan)</th>
<th>Opt Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colonoscopy or pap test or mammogram (reward limited to one screening per year)</td>
<td>25%</td>
<td>12,500</td>
<td>$50</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Earn reward points for one designated preventive screening per year (select from a pap test, mammogram, or colonoscopy).
- To earn rewards as a preventive screening, you must be at least age 50 for a colonoscopy, at least age 40 for a mammogram, and between the ages of 21 and 65 for a pap test.
- Please note that annual physicals are highly encouraged but no longer incentivized.
- Opt outs need to submit a copy of their Explanation of Benefits for preventive screenings (see the opt out procedure).
- For details, see the Preventive Screening flyer.

### Fruit & Veggie Challenge

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rally %</th>
<th>Reward Points</th>
<th>Cash</th>
<th>Employee</th>
<th>Spouse (on County plan)</th>
<th>Opt Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks of eating fruits and vegetables</td>
<td>25%</td>
<td>12,500</td>
<td>$50</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Eat a minimum of 2 servings of fruit and 3 servings of vegetables daily at least 5 days a week for 8 consecutive weeks.
- Use the TrackThis! portal to enroll and enter your activities.
- For details, see the Fruit & Veggie Challenge flyer.

### Get Fit

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rally %</th>
<th>Reward Points</th>
<th>Cash</th>
<th>Employee</th>
<th>Spouse (on County plan)</th>
<th>Opt Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks of physical activity commitment</td>
<td>25%</td>
<td>12,500</td>
<td>$50</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Track moderate to intense physical activity at least 3 days a week for a minimum of 120 minutes per week for 8 consecutive weeks.
- Use the TrackThis! portal to enroll and enter your activities.
- For details, see the Get Fit flyer.
### Nutrition Challenge

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rally %</th>
<th>Reward Points</th>
<th>Cash</th>
<th>Employee</th>
<th>Spouse (on County plan)</th>
<th>Opt Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks of food tracking and portion guidance</td>
<td>25%</td>
<td>12,500</td>
<td>$50</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Track food intake for a minimum of 5 days per week and submit a weekly electronic food journal for 8 consecutive weeks.
- Use the TrackThis! portal to enroll and enter your activities.
- For details, see the Nutrition Challenge flyer.

### Wellness Coaching

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rally %</th>
<th>Reward Points</th>
<th>Cash</th>
<th>Employee</th>
<th>Spouse (on County plan)</th>
<th>Opt Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose online classes, phone coaching, or a combo</td>
<td>25%</td>
<td>12,500</td>
<td>$50</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Sign up for one-on-one support with a knowledgeable Wellness Coach on weight loss, nutrition, fitness, stress management, heart health, etc. as follows:
  - Online coaching: Enroll at [www.WellnessCoachingNow.com](http://www.WellnessCoachingNow.com)
  - One-on-one coaching: Call (800) 478-1057 and select option 2.
- For details, see the Wellness Coaching flyer.

### Wellness Learning Series

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rally %</th>
<th>Reward Points</th>
<th>Cash</th>
<th>Employee</th>
<th>Spouse (on County plan)</th>
<th>Opt Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 weeks of wellness education (reward limited to one series/year)</td>
<td>25%</td>
<td>12,500</td>
<td>$50</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Attend 4 consecutive weeks of wellness education to improve your well-being and earn reward points.
- Registration opens in March for the sleep series and in September for the healthy diet series.
- You may participate in both 2019 series; however, the incentive reward is available for completion of one series only.
- For details, see Wellness Classes.

### Chronic Condition Management

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rally %</th>
<th>Reward Points</th>
<th>Cash</th>
<th>Employee</th>
<th>Spouse (on County plan)</th>
<th>Opt Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support to manage a chronic diagnosis</td>
<td>50%</td>
<td>25,000</td>
<td>$100</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Must be medically qualified with a chronic condition such as diabetes, heart failure, coronary artery disease, asthma, or COPD.
- Call UnitedHealthcare (UHC) at (888) 478-4752 to sign up. If UHC identifies you as a qualified candidate, they may reach out to you by phone.
- For details, see the Chronic Condition Management flyer.
Maternity Support

<table>
<thead>
<tr>
<th>Activity</th>
<th>Rally %</th>
<th>Reward Points</th>
<th>Cash</th>
<th>Employee</th>
<th>Spouse (on County plan)</th>
<th>Opt Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to nurses and healthy pregnancy resources</td>
<td>up to 100%</td>
<td>Up to 50,000</td>
<td>up to $200</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

- To enroll, call UnitedHealthcare at (888) 478-4752 to speak with a nurse. Optum, who administers the program, may reach out to you by phone if they identify you as a qualified candidate.
- For the greatest benefit to you and your baby, it is best to enroll in the first trimester of your pregnancy although enrollment is open anytime during your pregnancy.
- For details, see the Maternity Support Program flyer.

Earn Rewards

Earn up to 50,000 points or $200 per year. Please note that all incentives are taxable under the federal law.

When can I earn rewards?
You can earn rewards toward the 2019 Wellness Incentive Program for activities completed between January 1, 2019 and December 31, 2019. The last day to begin a challenge (Fruit & Veggie, Get Fit, or Nutrition) is November 1, 2019.

May I elect to have cash instead of Pinellas County Rewards?
Yes. All employees default to points each calendar year. You must elect to receive cash every year which will be added to your payroll check, as earned, on a quarterly basis. The maximum cash earned per year is $200. The cash election must be made by the end of the quarter in which you earned the incentive and will stay in effect for the remainder of the year.

Select cash at www.pinellascounty.org/hr/cash-election.

Do I have to see a certain medical provider to earn rewards?
No; however, we recommend you visit in-network providers when possible as they cost less.

Redeem Rewards

Redeem your incentive rewards for points or cash, depending on your selection.

How do I redeem points?
- Visit the Pinellas County Rewards Program (for security purposes, this is an internal link for employees only) to access the website to redeem your points using an online gift catalog.
- Your rewards account updates quarterly with the points earned in the previous quarter.

How do I redeem cash?
- The cash will be deposited in your paycheck on a quarterly basis.

Where can I view my rewards balance?
- The Rally website indicates your activity completions. Log in to Rally, select the Rewards tab and scroll down to the Completed section to view completed activities. Also see the Rally Help Guide.
- Rally does not indicate reward balances (points or cash) but shows the percentage you’ve reached towards your maximum wellness incentive goals (up to 100%).

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When are the incentives paid out?
Wellness incentives are processed quarterly. It takes about 8 weeks to process the data once a quarter ends. See the schedule below which applies to cash payments in your paycheck or to Rewards Program points:

<table>
<thead>
<tr>
<th>Activities Completed Within:</th>
<th>Incentive Reward in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January to March (First Quarter)</td>
<td>June</td>
</tr>
<tr>
<td>April to June (Second Quarter)</td>
<td>September</td>
</tr>
<tr>
<td>July to September (Third Quarter)</td>
<td>December</td>
</tr>
<tr>
<td>October to December (Fourth Quarter)</td>
<td>March (of the following year)</td>
</tr>
</tbody>
</table>

What about rewards for my spouse or domestic partner?
Rewards for spouses/domestic partners are added to the employee’s Rewards Program account or the employee’s paycheck if s/he elects a cash payment.

Will I receive rewards if I leave the County or retire?
- You must be an active employee on the date the quarterly rewards are issued.

Are rewards taxable?
Yes. According to IRS guidelines, Wellness Incentive Program reward points or cash are taxable upon receipt.

- **Points:** The industry average places the taxable cash value at 70%. For example, the taxable value of 12,500 reward points which equates to $50 rewards cash has a $35 taxable value. This cash value is added to your gross pay for calculating taxes (withholding, Social Security, and Medicare) and then deducted from your net pay since it is not cash.
- **Cash:** Cash incentives are taxable at 100% of the value which is auto-calculated and withheld from that paycheck.

(Per IRS guidelines, reward points awarded for new hires, service anniversaries, or retirement are not taxable.)

Confidentiality

Who can see my information?
Your supervisors and other management will not see your medical claims information, your answers to the online health survey or the list of activities you completed to earn your rewards. Our business practices are in full compliance with the privacy requirements under the Health Insurance Portability and Accountability Act (HIPAA). Since employees and covered spouses/partners each have a separate online myuhc.com account, each can see only their own activities. Family members cannot view each other’s information or claims.

Documentation

Do I need to submit proof every time I complete an activity?
- If you are a *UnitedHealthcare (UHC) plan participant*, UHC automatically tracks completed activities and uploads them to the Rally website at myuhc.com. For example, preventive screenings such as a colonoscopy are updated once UHC processes the claim. Please allow up to 90 days for the claim to be processed and the points to be listed.

- If you *opt out of the health plan*, please submit a copy of your Explanation of Benefits for designated preventive screenings by email to wellness@pinellascounty.org, by fax to (727) 464-5291 or by interoffice mail to Wellness, 400 S. Ft. Harrison Avenue, First Floor. Please block out any personal health information data such as social security number, address, lab results, or member number.

Questions
- Visit the website at www.pinellascounty.org/hr/incentive.
- Contact Wellness Program staff by email at wellness@pinellascounty.org or call (727) 464-4049.