

Employee Wellness Incentive Program Overview

Organization: McDonald County

Program Administrator: Jessica Cole, Human Resources Director

Rewards Program: Annual Physical Incentive Program

Participation Dates: 10/1/22 – 9/30/23

Reward: \$20.00/month premium differential (\$240.00 annual value)

Reward Applied: 1/1/24 – 12/31/24

Employee Actions:

1. Complete annual physical by program deadline
2. Return completed attestation forms to program administrator

Employer Actions:

1. Communicate the rewards program to employees and distribute communication materials
2. Keep track of participant attestation forms received
3. Apply applicable employee medical premium contributions for the 2024 health plan year.

Program Materials:

Distribute program materials to employees with open enrollment materials for the 2023 health plan year renewal.

Name	Description
Rewards Program Flyer	Recommend posting around the workplace
Physician Letter	Recommend employees provide to physicians*
Attestation Form	Employee & clinician to complete
EEOC Wellness Notice	Annual distribution requirement

*This letter aims to guide physician offices to be mindful of coding they use to avoid unexpected expenses by using appropriate preventive visit codes. Note that occasionally employees might receive a bill for additional lab work, tests, or due to diagnostic codes from any preexisting conditions or current health issues addressed during their visit.

Additional Determinations:

New Enrollees – Determine a cutoff date for employees who enroll in the health plan later in the year. These employees will be grandfathered in for that program year and receive the participant

rate for the following health plan year. They should begin participating in the next wellness year that begins on October 1st. Due to the time it can take to find a physician and get an appointment, it is appropriate to allow for at least 90 days for reasonable ability to complete the actions required to earn the reward. The latest date recommended would be enrollees on/after June 1st but this date can go back as early as desired.

Important compliance notes:

HIPAA regulations limit workplace wellness program incentives to 30% of the total monthly premium for the cheapest plan offered (example in blue below). Additionally, ACA affordability will need to be met using the non-participant employee contribution (example in green below). Before communicating renewal premiums, contributions and incentives should be checked for compliance with these and all relevant federal regulations.

Example within HIPAA incentive limitation:

Base Health Plan	Non-Participant	Participant
Employer Contribution	\$300.00	\$350.00
Employee Contribution	\$100.00	\$50.00
Total Monthly Premium	\$400.00	\$400.00

$(\text{incentive value } \$50.00) / (\text{total monthly premium} - \$400.00) = 12.5\%$

Connell and the Connell Health and Wellness Consultants recommend wellness programming options based on professional experience, understanding of the needs of the client, and identifying those resources well suited to meet the customer’s needs. The final decision on any wellness program design and implementation rests with the client. Clients assume the responsibility to make sure all components of the wellness program have been properly evaluated by their legal counsel.

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