



2023 WELLNESS PROGRAM



JSA/JEFFERSON LAB

JSA subsidizes the cost of employees health insurance by paying 75% of the premium. Effective, April 1, 2024, employees that are enrolled in one of the 3 medical insurance options that JSA offers must complete 3 activities by December 31, 2023, in order to maintain the 75% insurance subsidy premium offered by JSA. Employees who choose not to participate or fail to complete all the requirements of the wellness program will have their subsidy reduced to 73% as of April 1, 2024. Please read this document to learn more information regarding the wellness program.



Welcome to your 2023 Wellness Program!

All medically-enrolled employees will have opportunities to participate in various wellness activities to retain the full 75% subsidy. Your new program requirements are listed below. See page 3 for how to complete these steps.



STEP 1

ANNUAL PHYSICAL WITH LAB WORK

DEADLINE: DECEMBER 31, 2023



STEP 2

CONFIDENTIAL KNOW YOUR NUMBER HEALTH RISK ASSESSMENT

DEADLINE: DECEMBER 31, 2023



STEP 3

ONE (1) AGE/GENDER PREVENTIVE EXAM

DEADLINE: DECEMBER 31, 2023

NEW HIRE POLICY

New Hire or New to JSA's benefit insurance plan requirements:

January 1 through July 31, 2023:

Employees that are enrolled in one of JSA's medical plans that are hired (or new to the plan) on January 1, 2023, through July 31, 2023, will need to complete the three (3) required wellness activities by December 31, 2023, in order to continue receiving the JSA's fully subsidized health insurance premium of 75% effective April 1, 2024, benefits plan year. Employees will continue paying the employee healthy insurance, which is 25% of the total health insurance premium if they satisfy the requirements of the wellness program.

August 1, 2023 through December 31, 2023:

Employees that are enrolled in one of JSA's medical plans that are hired (or new to the plan) on August 1, 2023, through December 31, 2023, will be grandfathered into JSA's fully subsidized health insurance premium of 75% for the April 1, 2024, benefit plan year. Employees will continue paying the employee employees health insurance premium, which is 25% of the total health insurance premium. These new hires will be subject to the premium subsidy increase the following benefits plan year, April 1, 2025.

PROGRAM REQUIREMENT DESCRIPTIONS

STEP 1: ANNUAL PHYSICAL WITH LAB WORK

DEADLINE: DECEMBER 31, 2023

Visit your Primary Care Physician (PCP) for an annual physical with lab work. Print out the **Physician Results Form** located within the **Wellness Locker**, linked on the homepage or the menu page, and take it to your doctor. All required metrics must be collected between **January 1, 2023 and December 31, 2023** and submitted to Wellworks For You by **December 31, 2023** to receive credit. Please allow ample time when scheduling your annual physical, as well as time for blood work to be processed by the lab and received by your PCP's office. Do not send lab results directly to Wellworks For You. Lab results should be documented on your **Physician Results Form** (located in Wellness Locker) and returned to Wellworks For You.

PLEASE NOTE: It is the **participant's responsibility** to ensure the completed form is submitted by the deadline. It is advised that you retain your own copy of the completed Physician Results Form to ensure submission to Wellworks For You.

STEP 2: CONFIDENTIAL KNOW YOUR NUMBER HEALTH RISK ASSESSMENT

DEADLINE: DECEMBER 31, 2023

Know Your Number (KYN) is an evidenced-based health risk assessment and education tool, which evaluates your individual risk for **six (6)** of the most costly, modifiable chronic diseases, including Diabetes, Coronary Heart Disease (CHD), Stroke, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), and Lung Cancer. A simple report displays your disease risk and a peer risk comparison. The primary focus of the Know Your Number Assessment is to identify your modifiable disease risk, or the risk that can be minimized with changes to behaviors and healthier lifestyle choices.

Complete the assessment by selecting the **Know Your Number Assessment** event title from the homepage or via the menu page. Complete all questions, except for the Health Metrics section. Wellworks will upload your screening results once you complete your **ANNUAL PHYSICAL EXAM WITH LAB WORK** (see step [STEP #1]).

- If your health metrics have already been entered, complete the questionnaire and click **Finish** to submit your responses.
- If your health metrics have not been entered, complete the questionnaire and click **Save**. The assessment will be completed once your metrics are entered by Wellworks For You.

Once your assessment is completed in its entirety (questionnaire and health metrics), your results report will be generated and available on the **Know Your Number (KYN) Assessment** page of the Wellness Portal, as well as uploaded to the **Wellness Locker** under the **Health Records** section. Your participation in the assessment will also be updated at this time.

STEP 3: ONE (1) AGE/GENDER PREVENTIVE SCREENING

DEADLINE: DECEMBER 31, 2023

You must complete **one (1)** preventive exam. Preventive Exam options are listed on Page 4. Complete and submit the **Preventive Screening Form** by **December 31, 2023**. The **Preventive Screening Form** is located within the **Wellness Locker** linked on the homepage or via the menu page. Exams must take place between **January 1, 2023 and December 31, 2023**.

PREVENTIVE SCREENING OPTIONS

FEMALE PREVENTIVE SCREENING OPTIONS

- COVID Vaccine
- Dental Exam
- Well Woman Exam
- Flu Shot
- Pneumonia Vaccine
- Shingles Vaccine
- Skin Cancer Screening
- Vision Exam
- Stool Test
- Mammogram
- Colonoscopy
- PAP Test
- Bone Density Scan

MALE PREVENTIVE SCREENING OPTIONS

- COVID Vaccine
- Dental Exam
- Prostate Exam
- Flu Shot
- Pneumonia Vaccine
- Shingles Vaccine
- Skin Cancer Screening
- Vision Exam
- Stool Test
- Colonoscopy
- PSA Test
- Bone Density Scan

RETAIN THE FULL SUBSIDY

You must complete Steps 1-3 to retain the current 75:25 premium subsidy split. JSA subsidizes the cost of employee health insurance by paying 75% of the premium. Effective **April 1, 2024**, employees who participate in the wellness program will continue to retain the full 75% subsidy. Employees who choose not to participate will have their subsidy reduced to 73%.

Effective **April 1, 2024**, employees who participate in the wellness program will continue to retain the full 75% subsidy.

MEDICAL ENROLLMENT STATUS

SUBSIDY LEVEL

Wellness Compliant

Employees who completed the Wellness Program will automatically retain the full 75% of the subsidy

Non-Wellness Compliant

Premium subsidy reduced to 73%

WELLNESS PORTAL

In order for your participation in the program to be tracked, eligible participants must be registered under the **JSA/Jefferson Lab Portal**. Please follow the steps below to log into your Wellworks For You account or create an account if you do not have one.

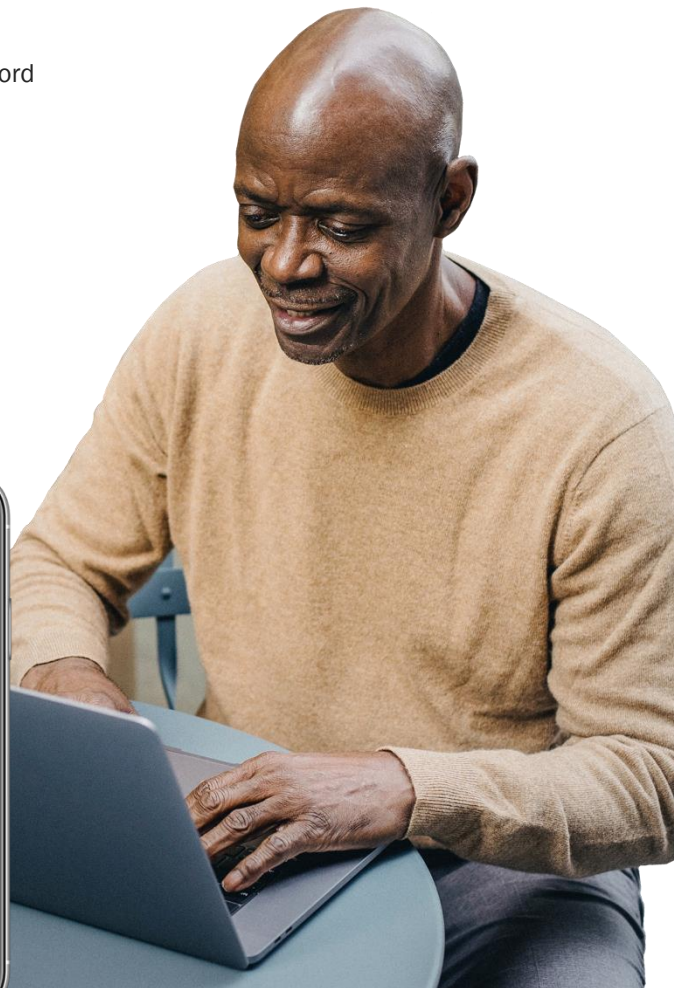
In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.

REGISTER ON THE WELLNESS PORTAL

1. Go to www.wellworksforyoulogin.com
2. Click the **register** link and create an account
3. Please use your Jefferson Lab email
4. Enter your Company ID: **12934**
5. Use **Employee Email** for Username
6. Complete the registration process

FORGOT YOUR USERNAME OR PASSWORD?

1. Go to www.wellworksforyoulogin.com
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800.425.4657**




ADDITIONAL INFORMATION

SMARTPHONE APP

The Wellworks For You Portal App includes all of your favorite features from the Portal including programs and events listings, incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free App.

NOTIFICATIONS INBOX

View your Wellness Program reminders in the **Notifications Inbox** located on the right side of your Wellness Portal homepage. Click on  above the **Notifications Inbox** to view your Wellness Program reminders in detail.

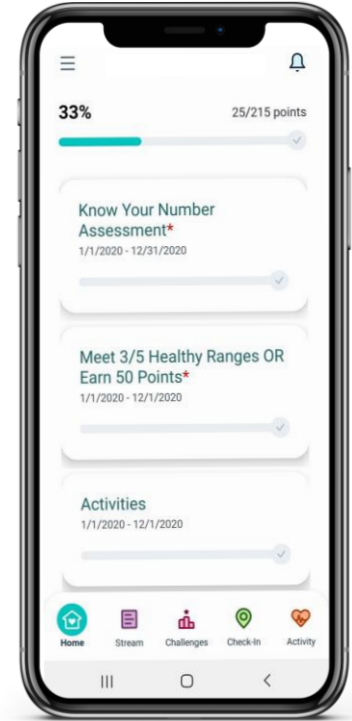
VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).


VIEW YOUR INCENTIVE PROGRESS

Looking for an overview of your progress to date?

- Log into your Wellness Portal (www.wellworksforyoulogin.com).
- My Progress will show completion of required program components.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.




My Next Steps
0 Tasks Remaining



Biometric Screening

Complete this step by either attending the Onsite Biometric Screening, submitting the Physician Results Form, or utilizing a Voucher

★ COMPLETED



Know Your Number Assessment

Complete the assessment by selecting the Know Your Number Assessment event title from the homepage or via the menu page. Complete all questions, except for the Health Metrics section. Wellworks will upload your screening results once you...

★ COMPLETED



ADDITIONAL INFORMATION

VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

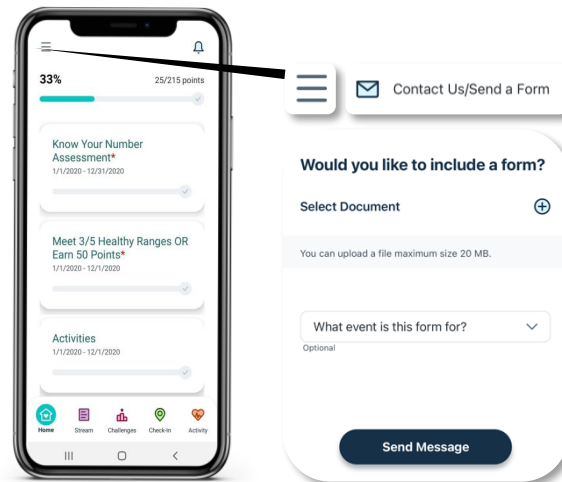
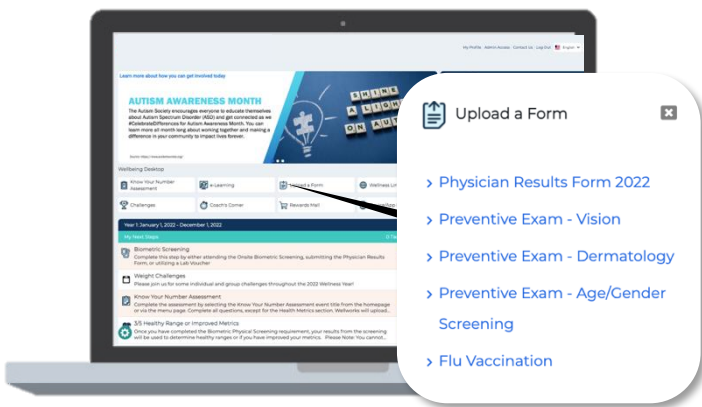
All forms, guides, and applicable documents are located in your Wellness Portal within the Wellness Locker accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

SUBMIT YOUR COMPLETED DOCUMENTS BY DECEMBER 31, 2023

All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

Upload to Portal: Click the **Upload a Form** tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. Users are limited to **one (1)** file per submission.

Upload to Mobile App: Take a photo of your form using your Smartphone. Next, upload it to the Wellworks For You Mobile App via the **Contact Us/Send a Form** tab in the **menu**, located in the top left corner of the home screen. Select the event listed under **What event is this form for?** Users are limited to **one (1)** file per submission.



PLEASE NOTE: Wellworks For You requires at least **seven (7)** to **ten (10)** business days for processing and participation to be updated in the Wellness Portal.

FOR ADDITIONAL SUPPORT, CHAT WITH US LIVE ON THE WELLNESS PORTAL OR CALL

(not available on the mobile app)



Our “Chat Live” feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness. In addition, you may contact our toll-free customer service line at 1-800-425-4657.

THE FINE PRINT

The JSA/Jefferson Lab 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, Know Your Number, 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 an Annual Physical with Lab Work, which will include a lipid panel/glucose blood test and body measurements, and complete One (1) Age/Gender Preventive Exam. You are not required to complete these components, however, employees who choose to participate in the wellness program will automatically receive the full 75% subsidy of healthcare premiums by JSA.

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 Wellworks For You at 800-425-4657.

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. You also are encouraged to share your results or concerns with your own 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 Jefferson Lab may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You 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.

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 individual(s) who will receive your personally identifiable health information are the Wellworks For You team 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, 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 Wellworks For You at 800-425-4657.



Questions about your Wellness Program?

CONTACT YOUR WELLNESS TEAM

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via the Wellworks For You Portal.

Simply select **Contact Us** from the Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at 800.425.4657.

