

# EMPLOYEE WELLNESS INCENTIVE PROGRAM

Maintaining or improving your health with regular preventive care, along with following the advice of your doctor, can help you stay healthy. Routine checkups and screenings can help you avoid serious health problems, allowing you and your doctor to work as a team to manage your overall health, and help you reach your personal health and wellness goals. It is to the benefit of all when an employee identifies health risk factors early and takes steps to minimize those health risks. We encourage you to develop a physician and patient relationship to enhance the quality of your life.

## HEALTHY CHOICES MAKE CENTS! (25,000 CENTS TO BE EXACT!)

**Get an extra \$250 added to your retirement plan just for making healthy choices.**

Open enrollment is the perfect time to review your retirement plan contributions. Financial security is known to be an important piece of overall wellness and peace of mind.

### Plan Year Beginning July 1, 2018

Benefit eligible employees, with at least one year of service and either working a minimum of 1,000 hours annually or a teacher with a half-time or more contract, may annually complete one of the following in order to receive an Archdiocesan paid, \$250.00 contribution to their Archdiocese of St. Louis sponsored 403(b) retirement plan:

**A.** Receive an annual wellness exam with your physician of choice between May 1, 2018 and April 30, 2019 and submit the [employee wellness form](#) to H&H Health Associates. The deadline for H&H to receive the wellness form is May 7, 2019.

OR

**B.** Participate in the Archdiocesan paid, confidential H&H Health Associates health screening between May 1, 2018 and April 30, 2019.

### Important Notes:

- Participation in the health insurance plan is not a requirement to be eligible to receive the \$250 retirement contribution.
- If you were hired on or before May 1, 2018, and have been working either a minimum of 1,000 hours annually or are a teacher with a half-time or more contract, you have fulfilled the one year of service requirement.
- Religious sisters, brothers, and priests are not eligible to receive the \$250 retirement plan contribution; however, they are eligible for an annual Archdiocesan paid H&H health screening.
- If you receive an H&H health screening, you do not need to submit the employee wellness form.
- The \$250 retirement plan contribution will be processed on or near June 30, 2019, if you met the above criteria.

# EMPLOYEE WELLNESS INCENTIVE PROGRAM

## H&H HEALTH ASSOCIATES WELLNESS SCREENINGS

The H&H wellness screening involves a venipuncture blood draw (takes about 3-4 minutes total) to scientifically determine one's current health status. The wellness survey is a brief, confidential questionnaire that focuses on lifestyle habits, employee benefits, & general health interests.

If you want to participate in an H&H wellness screening, you have two options to make your appointment. You can call H&H directly (M-F, 8:30am-5pm CST) at 314.845.8302 or register on the H&H Health website.

### H&H Health Associates Instructions For On-line Registration for an Archdiocese Wellness Screening (September 2018 and March 2019)

Simply click on the following link <https://wellness.hhhealthassociates.com?companyCode=archdiocese> to register.

**First Time Web Users:** Enter Company Code: "ARCHDIOCESE" to set up your user profile.

Once submitted, you will receive an email to validate your account. Click on the link within the email to activate the account, then log in & choose how you would like to participate.

**Existing Users:** Enter your username (email address) & password.

If you forgot your password, simply use the "Forgot Password" feature to reset it.

Then choose to participate at the Archdiocesan Wellness Screening by selecting an appointment time, or choose to participate at an approved clinic (1,600+ nationally).

- **ON-SITE WELLNESS SCREENING PARTICIPANTS:** Arrive 5 minutes prior to your appointment. Turn in your completed consent form (& wellness survey, if not already completed on-line) to the on-site examiner at the H&H health screening event.
- **WALK-IN CLINIC PARTICIPANTS:** At the time of registration, complete your on-line wellness survey. Take the lab paperwork (received via email) along with a photo ID to the approved clinic. No co-pay or insurance info needed for the blood draw. At the time of registration, complete your on-line wellness survey.

If you experience any problems with your on-line registration (Google Chrome is the recommended web browser), or if you prefer to register by phone, please contact H&H Health Associates (M-F, 8:30am-5pm CST) at 314.845.8302 / 800.832.8302.



# EMPLOYEE WELLNESS INCENTIVE FREQUENTLY ASKED QUESTIONS

## The \$250 Retirement Plan Wellness Incentive

### **How do I know if I am an eligible employee for the Wellness Incentive?**

A benefit eligible employee with at least one year of service, working at least 1,000 hours annually or a teacher with a half-time or more contract, can participate in the Wellness Incentive Program to receive a \$250 wellness contribution into his/her Archdiocese of St. Louis sponsored 403(b) employer retirement account. If you were hired on or before May 1, 2018, and have been working either a minimum of 1,000 hours annually or are a teacher with a half-time or more contract, you have fulfilled the one year of service requirement. An eligible employee is not required to be a participant in the Archdiocesan Health Insurance Plan. If an employee has less than one year of service, the employee can still receive an Archdiocesan-paid H&H Health Associate health screening.

### **What is the date range I need to have the wellness exam/screening for the 2018 - 2019 plan year, if I want to receive the \$250 retirement plan contribution on or near June 30, 2019?**

Between May 1, 2018 and April 30, 2019.

### **If I complete a wellness exam/screening, how will I receive the \$250 retirement plan contribution?**

\$250 will automatically be deposited in your Archdiocese of St. Louis sponsored 403(b) employer retirement account. The contribution is in addition to your normal monthly employer percentage contribution amount.

### **How will the \$250 contribution be invested?**

If you have designated an investment allocation, then the contribution will be invested according to your designated investment election. If you do not have a designated investment allocation, then the contribution will be invested in the default fund. You can adjust your investment funds at any time.

### **If I complete a wellness exam/screening on time, when will I receive the \$250 retirement plan contribution?**

On or near June 30, 2019.

### **If I participate in both the voluntary and employer retirement account, can I designate which account to deposit the \$250?**

No. The wellness incentive contribution will be deposited as an employer retirement account contributions.

### **Can I get the \$250 contribution in cash instead of being deposited in the lay employer retirement account?**

No. The incentive can only be received as a contribution to your Archdiocese of St. Louis sponsored 403(b) employer retirement account.

### **Can I opt out of receiving the \$250 contribution?**

No.

### **Will a vesting schedule apply to the \$250 contribution?**

No. As with all contributions to the 403(b) retirement plan, the contribution will be 100% vested immediately.

### **If I am no longer actively employed with the Archdiocese and completed the wellness program, will I still receive the \$250 retirement plan contribution?**

No. The wellness contribution is for active benefit eligible employees.

# EMPLOYEE WELLNESS INCENTIVE FREQUENTLY ASKED QUESTIONS

## The Health Insurance Plan

### **Can I get the H&H Health Associates wellness screening if I am not in the UnitedHealthcare (UHC) Premier or Standard Plan?**

Yes. The benefit of the screening is for all benefit eligible employees (not spouse or dependents), even with less than one year of service.

### **Do I need to have the wellness exam/screening to be in the UHC Premier Plan for the plan year beginning July 1, 2018?**

No. There is not a wellness prerequisite for the UHC Premier Plan effective July 1, 2018, whether or not you had a wellness exam/screening. You can participate in either the UHC Standard or Premier Plan.

## Other related questions regarding the Wellness Screening/Exam

### **Can get the wellness screening any time during the year or just in September and March?**

For your convenience, you can get the screening anytime between May 1, 2018 and April 30th, 2019. The screening must be scheduled through H&H Health Associates (314.845.8302). You will be directed to an H&H approved lab close to your home or work. The Archdiocese will sponsor onsite H&H Health screenings at multiple locations during the months of September 2018 and March 2019.

### **How can I register for the H&H wellness screening?**

Simply click on the following link <https://wellness.hhhealthassociates.com?companyCode=archdiocese> to register or call H&H Health Associates at 314.845.8302. Refer to page 24 for further website instructions.

### **Will my health results of my exam/screening be sent to the Archdiocese or my employer?**

No. Individual health data will not be shared with your employer, the Archdiocese, our insurance provider, or any other entity. The alternative health screening is being conducted by H&H Health Associates or an H&H approved lab and will be managed in a completely confidential, HIPAA compliant manner. If you choose to have a wellness exam with your physician, only the Employee Wellness Form will be submitted to H&H Health Associates.

### **If I receive a serious diagnosis, will you terminate my health insurance plan?**

No. Your health insurance continues, and we have no knowledge of any diagnosis. We only want to encourage you to be engaged in good health practices.

### **Does the physician who conducts my wellness exam have to be my primary care physician?**

No. Any physician you choose, who meets the definition of a physician under the UHC health plan, can conduct your wellness exam.

### **Does the annual wellness exam at my physician's office require an employee copayment or coinsurance?**

Maybe. The UHC plan generally covers preventive services, as specified in the health care reform law, at 100% without charging a copayment, coinsurance or deductible, as long as they are received in the UHC health plan's network. UHC covers other routine services, which may require a copayment, coinsurance or deductible. Always refer to your plan documents for your specific coverage. Medical treatment for specific health issues or conditions, ongoing care, laboratory tests or other health screenings necessary to manage or treat an already-identified medical issue or health condition are considered diagnostic care, not preventive care.

### **If I do not complete the wellness exam/screening for the 2019 plan year, do I need to do anything?**

No.



# EMPLOYEE WELLNESS INCENTIVE FREQUENTLY ASKED QUESTIONS

**If I get the H&H Health Associates wellness screening, do I need to complete the [Employee Wellness Form](#)?**

No. H&H Health Associates will have a record that you had a wellness screening. H&H Health Associates will inform the Archdiocese Employee Benefit Plan that a screening was completed within the appropriate time period.

**Can my spouse/child participate in the employer paid H&H wellness screening?**

No. The H&H screening only applies to you, the employee; however, when your spouse/child sees the physician for a wellness exam, the UHC plan typically covers preventive services. The wellness exam/screening only applies to benefit eligible employees.

**If I fail to have a wellness exam/screening prior to April 30, 2019, can I ask for extra time to get the exam?**

No. You had a full year notice, from May 1, 2018 to April 30, 2019 to complete the wellness choice. Extra time allowances will not be offered due to administrative requirements.

**May I receive both an annual wellness exam from a physician and a health screening from H&H Health Associates?**

Yes. You may receive both an annual wellness exam and health screening.

**Should I get an H&H screening in lieu of an annual wellness exam by a physician?**

While the H&H screening is a good wellness tool, it does not replace the importance of a comprehensive wellness exam, including lab work, by a physician on a regular and long term basis. We encourage you to develop a physician/patient relationship to enhance your quality of life. The Archdiocese does not recommend receiving an H&H wellness screening in lieu of a comprehensive physician wellness exam. Your decision on receiving a screening in lieu of a comprehensive physician wellness exam is your choice.

**IMPORTANT:** This guide's Frequently Asked Questions and Description is intended to give you an overview of the Employee Wellness Program options offered by the Archdiocese of St. Louis. Any of the benefit plans offered by the Archdiocese of St. Louis may be amended, revoked, suspended or terminated at the Archdiocese's sole discretion at any time.

