

WELLNESS PROGRAM GUIDE

2021



STAR TRIBUNE

Participate in your Wellness Program this year to earn a lower deductible or higher HSA contribution in 2022!

Welcome to your 2021 Wellness Program. Employees and spouses enrolled in Star Tribune medical benefit plans will have the opportunity to participate in various wellness activities to earn an incentive. Your program details are outlined in this guide.

STEPS TO EARN A PREMIUM INCENTIVE



STEP 1: KNOW YOUR NUMBER ASSESSMENT & SELF-REPORT METRICS

DEADLINE: SEPTEMBER 30, 2021

Upon logging into your Wellness Portal, you will be prompted to complete the Know Your Number Health Risk Assessment. Complete all questions and the Health Metrics section.

- Enter your biometric data from your most recent screening (height, weight, waist circumference and blood pressure) in the **Health Metrics** section of the **Know Your Number Assessment** by selecting **MENU>Know Your Number Assessment** by **September 30, 2021**

Once your assessment is completed in its entirety (questionnaire and health metrics), your results report will be generated and uploaded under the **Results** tab of the **Know Your Number Health Assessment**. Your participation in the assessment will also be updated at this time.

STEP 2: COMPLETE ONE (1) WELLNESS ACTIVITY *NEW ACTIVITIES!*

DEADLINE: SEPTEMBER 30, 2021



Complete this step by participating in **one (1)** of the wellness activities listed on **Page 3**. Submission methods are listed below. The additional activities are also listed on the Wellness Portal under **MENU>ResultsNow**.

SUBMIT YOUR COMPLETED DOCUMENTS BY SEPTEMBER 30,2021

All forms should be submitted to the Wellworks Forms Department. Submit your completed forms in **one (1)** of the following ways:

- **Scan and email:** forms@wellworksforyou.com
- **Upload to Portal:** Click **Contact Us** on the main menu bar of the Portal, or via the Portal **MENU**, and use the **Attach File** button to select a file from your computer. Users are limited to one (1) file per email.
- **Mail:** 70 E Lancaster Ave, Frazer, PA 19355, Attention: Forms Department
- **SmartPhone App:** Take a photo of your document on your SmartPhone, open your Wellworks For You App, select Contact Us, and upload your file.

PLEASE NOTE: Submission via email will result in an immediate confirmation that your forms were received. Any other means of submission require you to log into your Wellness Portal to confirm your forms were processed.

WELLNESS ACTIVITIES

Activity	Details
Wellness Challenge	All details regarding the wellness challenges (two available per year) will be announced during the year. In order to obtain credit for completing a Wellness Challenge, you must meet the requirements of the challenge. <i>* New Challenges coming this year! *</i>
Community Wellness	Volunteer at charity events/drives. Submit proof of a minimum of three (3) hours of service per event/drive. Complete a Community Wellness Form to obtain credit. Don't forget that you can use your paid volunteer time in 2021.
Physical Activity Log OR via the Fitness and Nutrition Dashboard OR by Syncing a Device	Log six (6) weeks of workouts for a duration of 30 minutes or longer during the wellness year on your Physical Activity Log located under the MENU>Wellness Locker. A minimum of three (3) workouts a week must be completed for six (6) weeks. You may also choose to sync your device to the portal to track your activity. If you sync your device, all participation will be updated on a quarterly basis.
Sleep Tracking via the Fitness and Nutrition Dashboard	Track your sleep on the Wellness Portal for six (6) weeks through the Fitness and Nutrition Dashboard OR via the Sleep Log found in the Wellness Portal under MENU>Wellness Locker . If you choose to track your sleep via the Wellness Portal's Fitness and Nutrition Dashboard, your participation credit will be updated on a quarterly basis by Wellworks For You. A minimum of three (3) nights of sleep per week must be completed for six (6) weeks.
Mindfulness & Wellbeing Log	Track your wellbeing activities on our Mindfulness Log located in the Wellness Portal under MENU>Wellness Locker . Wellbeing activities can range from time spent with family to reading a book or even completing brain teasers and/or puzzles. A minimum of three (3) wellbeing activities per week must be completed for six (6) weeks.
Race Participation Log	Complete a minimum of three (3) races of a minimum distance of 5K during the program year. Complete the Race Participation Log for credit located in the Wellness Portal under MENU>Wellness Locker .
Weight Management Program	Program may be at home, in office, or through physician (i.e. Weight Watchers, Jenny Craig, Nutrisystem, etc.). Proof must include six (6) consecutive weeks of active participation in the program and can include an email confirmation or screenshot of program status.
e-Learning Series and Targeted eLS	Complete an e-Learning Series under MENU>e-Learning on the Wellness Portal. You must begin by 8/5/21 to complete the entire series by 9/30/21 . Begin by completing the Pre-Module Survey then watching the first video. Watch each week's video and complete the corresponding quiz. After successfully completing each quiz, you must wait one (1) week for the next video and quiz to become available. If you do not pass the quiz (a 70% score or higher), you must wait 24 hours before taking the quiz again. After you finish the last module, you must complete and submit the Post-Module Survey . Please note, you may also choose to complete a targeted eLS which are listed below based on various healthy metric ranges as it correlates with blood pressure and waist circumference (two of the required self-reported metrics) <ul style="list-style-type: none"> • Blood Pressure Systolic ≤ 130 mmHg, Diastolic ≤ 85 – Stress Management eLS • Waist Circumference - Men ≤ 40 inches, Women ≤ 35 inches – Weight Management eLS
Complete Six (6) Health Coaching Calls	A health coaching session includes a review your general health status. This is followed by a discussion of mutually agreed upon goal planning towards steps for improved health. Six (6) health coaching sessions are required in order to receive credit for this activity. Your initial session may last 30 minutes. All health coaching sessions will be completely confidential and remain between you and your Health Coach. To schedule a Health Coaching Session, go to MENU>Coach's Corner>Schedule an Appointment on the Wellness Portal.
Tobacco Cessation e-Learning Series	Complete the Tobacco Cessation e-Learning Series , to receive credit for this activity. To access the e-Learning Series, go to MENU>e-Learning and select the Tobacco Cessation e-Learning Series.

INCENTIVES

To be eligible to earn an incentive in 2022 complete the Know Your Number Assessment, self-report your metrics, and complete **one (1)** wellness activity to be eligible for an incentive. When you complete both steps, you will receive preferred benefits for 2022. Preferred benefits can result in a lower deductible for the PPO Plan, or a higher employer contribution for the HSA Plan! **If your spouse is also enrolled in the Star Tribune medical plan, both the employee and spouse are required to complete the program in order to earn the incentive.**

Eligible	Incentive
Individual Coverage in PPO Plan	\$400 reduction in coverage deductible
Dependent Coverages in PPO Plan	\$800 reduction in coverage deductible
Individual Coverage in HSA Plan	\$300 additional HSA contribution
Dependent Coverages in HSA Plan	\$600 additional HSA contribution

WELLNESS PORTAL

In order for your participation in the program to be tracked, employees must be registered under the Star Tribune Portal. Your account has been created for you, to access your account please follow the instructions below.

EMPLOYEE & SPOUSE INSTRUCTIONS

1. Go to <https://www.wellworksforyoulogin.com/>
2. You will be asked for your Username and Password
3. Your Username is STR plus your 7-digit employee ID OR your spouse's 7-digit employee ID number followed by sp
 - Employee Example: **STR0034567**
 - Spouse Username Example: **STR0034567sp**
4. Your initial password for the first-time logging into your Wellness Portal is the year you were born and the last four digits of your Social Security Number (SSN).
 - Password Example: Birth year of 1983, and the last four digits of your SSN is 5181, your password is: **19835181**
5. The first time you access your Wellness Portal you will be prompted to change your password



Please Note:

- Employee IDs are 7-digits in length, including leading zeros.
- Employee IDs are displayed on the company badge and pay statements.
- If you accessed your account already during the 2020 Wellness Program, please use the same credentials as they have not changed.

FORGOT YOUR USERNAME OR PASSWORD?

1. Go to www.wellworksforyoulogin.com
2. Select the **Forgot Username** or **Forgot Password** link
3. Enter your email address to initiate the password reset process or retrieve your username

DEVICE APP CONNECT

Our Wellness Portal is compatible with pedometers and tracking systems including Fitbit, Garmin, Misfit, Samsung Health, Apple Health, and more! Simply sync your device on the Wellness Portal by selecting **Device/App Connect**.



SMARTPHONE

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

ADDITIONAL INFORMATION

VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **ResultsNow**. You can access this via the **ResultsNow** section on the homepage or via the **MENU** page. To view more details about a program component, select Click for Details. If there are sub-events associated with a component, they will display in the pop-up. Click the + and – buttons to expand or minimize the details of the sub-events.

VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

All forms 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.

VIEW YOUR PARTICIPATION

Wondering what you have completed to date?

1. Log into your **Wellness Portal** (www.wellworksforyoulogin.com)
2. View your program status right on the homepage!
3. For more details, click an icon within the **ResultsNow** section of the homepage or use the Portal **MENU** to access the **ResultsNow** page
4. A large **green** check mark will display over the icon once the component's requirements are complete
5. Click an icon or select **Click For Details** to view a list of available options for each program component
6. A small **green** check mark will be visible in the Completed column once an event is complete

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

THE FINE PRINT

The Star Tribune's wellness program is a voluntary wellness program available to all employees and spouses enrolled in the company medical benefit plan. 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 (KYN), 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 self-report your metrics, which will include body measurements (height, weight, waist circumference, blood pressure) and complete one (1) additional activity. You are not required to complete these components. However, employees and spouses enrolled in company medical plan who choose to participate in the wellness program can result in a lower deductible for the PPO Plan, or a higher employer contribution for the HSA Plan.

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 KYN 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 Star Tribune 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**.

Wellworks For You

800.425.4657

www.wellworksforyoulogin.com