



# 2025 WELLNESS PROGRAM

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## Learn About Your Wellness Program and Incentives.

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Participate in your Wellness Program to earn  
a Premium Reduction or Increased HSA  
Contribution in 2026.

# 2025 PROGRAM REQUIREMENTS

## Incentives

To be eligible to earn an incentive in 2026, complete the Know Your Number Assessment, self-report your metrics, and complete **one (1)** wellness activity. When you complete both steps, you will receive preferred benefits for 2026. Preferred benefits can result in a reduced monthly premium in the Surest Plan and 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 Surest Plan	<b>\$300 annual</b> reduction in premium
Dependent Coverage in Surest Plan	<b>\$600 annual</b> reduction in premium
Individual Coverage in PPO Plan	<b>\$300 annual</b> reduction in premium
Dependent Coverage in PPO Plan	<b>\$600 annual</b> reduction in premium
Individual Coverage in HSA Plan	<b>\$300</b> additional employer HSA contribution
Dependent Coverage in HSA Plan	<b>\$600</b> additional employer HSA contribution

## STEP 1: Know Your Number Assessment & Self-Report Metrics by September 30, 2025

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 the **Know Your Number Assessment** on the Homepage of the Portal under the **Wellbeing Desktop** by **September 30, 2025**.

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 by September 30, 2025

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 on the Homepage under **My Next Steps**.

## Wellness Activities

### PREVENTIVE EXAM

Confirm participation in one of the following exams **from 1/1/25 to 9/30/25**: mammogram, pap smear, OB/GYN, vision, dental, prostate exam or annual physical exam. You will self-attest participation after participating.

Complete the Preventive Exam Attestation on the Wellness Portal by navigating to **Preventive Exam** under **Step 2: Complete One (1) Wellness Activity**. Select the exam you received and click **Get Started>Get Started>Confirm Your Participation>Enter Today's Date>Confirm**.

### ONE MILLION STEP CHALLENGE

Sync your device to the Wellness Portal via **MENU>Device/App Sync** and automatically earn credit for completing one (1) Wellness Activity once you have achieved 1 million steps from **1/1/25 to 9/30/25**.

### TWO BLOOD DONATIONS

Confirm participation in a minimum of **two (2)** blood donations. You will self-attest participation after participating.

Complete the Two Blood Donations Attestation on the Wellness Portal by navigating to **Two Blood Donations** under **Step 2: Complete One (1) Wellness Activity**. Select **Get Started>Get Started>Confirm Your Participation>Enter Today's Date>Confirm**.

### WELLNESS CHALLENGE

All details regarding the wellness challenges (two available per year) will be announced during the year. To obtain credit for completing a Wellness Challenge, you must meet the requirements of the challenge.

### COMMUNITY WELLNESS

Volunteer at charity events/drives. Confirm participation in a minimum of **three (3)** hours of service per event/drive. You will self-attest participation after participating.

Complete the Community Wellness Attestation on the Wellness Portal by navigating to **Community Wellness** under **Step 2: Complete One (1) Wellness Activity**. Select **Get Started>Get Started>Confirm Your Participation>Enter Today's Date>Confirm**. Don't forget that you can use your paid volunteer time in 2025.

### PHYSICAL ACTIVITY TRACKING

Log **six (6)** weeks of workouts for a duration of 30 minutes or longer. You may choose to sync your device to the portal to track your activity through the **Fitness and Nutrition Dashboard**, or track on your own. A minimum of **three (3)** workouts a week must be completed for **six (6)** weeks. You will self-attest participation after participating.

Complete the Physical Activity Tracking Attestation on the Wellness Portal by navigating to **Physical Activity Tracking** under **Step 2: Complete One (1) Wellness Activity**. Select **Get Started>Get Started>Confirm Your Participation>Enter Today's Date>Confirm**.

### SLEEP TRACKING

Track your sleep on the Wellness Portal for **six (6)** weeks through the **Fitness and Nutrition Dashboard** or you may track on your own. A minimum of **three (3)** nights of sleep per week must be completed for **six (6)** weeks. You will self-attest participation after participating.

Complete the Sleep Tracking Attestation on the Wellness Portal by navigating to **Sleep Tracking** under **Step 2: Complete One (1) Wellness Activity**. Select **Get Started>Get Started>Confirm Your Participation>Enter Today's Date>Confirm**.

### COMPLETE THREE (3) HEALTH COACHING CALLS

A health coaching session includes a review of your general health status. This is followed by a discussion of mutually agreed upon goal planning towards steps for improved health. **Three (3)** health coaching sessions are required to receive credit for this activity, but you may complete up to six (6) calls. 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.

## Wellness Activities Continued

### COMPLETE TWO (2) LIVESIMPLY MEDITATION WEBINARS

Complete **two (2)** LiveSimply Monthly Meditation Webinars. Sign up for upcoming webinars on the Wellness Portal under **Menu>Learning Center** or sign up through the monthly Newsletter emails.

Self-report your completion of a LiveSimply Meditation in the wellness portal by navigating to **LiveSimply Meditation Session** under **Step 2: Complete One (1) Wellness Activity**. Select **Get Started> Confirm Your Participation>Enter Today's Date>Confirm**.

### E-LEARNING SERIES

Complete an e-Learning Series under **MENU>Learning Center** on the Wellness Portal. You must begin by **9/5/25** to complete the entire series by **9/30/25**. 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**.

## Tobacco Cessation Resources



### LEARNING CENTER RESOURCES

#### YOUR GUIDE TO GOING TOBACCO FREE - SERIES

This program is designed to help you quit smoking or tobacco use in six weeks. Each week of the e-Learning Series focuses on new topics that will help you achieve your goal and provide support along the way.

#### KICKSTART A SMOKE FREE LIFESTYLE

This session will take you through tips to quit tobacco. This session is 36:28 minutes long.

#### LIVING IN A SMOKE-FREE ENVIRONMENT

This session will help you find ways to avoid tobacco. This session is 17:30 minutes long.



### HEALTH COACHING RESOURCES

You have access to a personal health coach! Up to six (6) calls. Wellworks For You provides a one-on-one approach to coaching, so you can work with the same coach throughout your coaching experience, allowing you to become comfortable with the coach over time and take a deeper discussion in terms of your lifestyle which provides even more meaningful goals and building healthier habits!

To schedule a Health Coaching Session, go to **MENU>Coach's Corner>Schedule an Appointment** on the Wellness Portal.

# WELLNESS PORTAL

In order for your participation in the program to be tracked, eligible participants must be registered under **The Minnesota Star Tribune Portal**. Please follow the steps below to log into your Wellworks For You account. **In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.**

## LOG INTO THE WELLNESS PORTAL

Your account has been created for you.

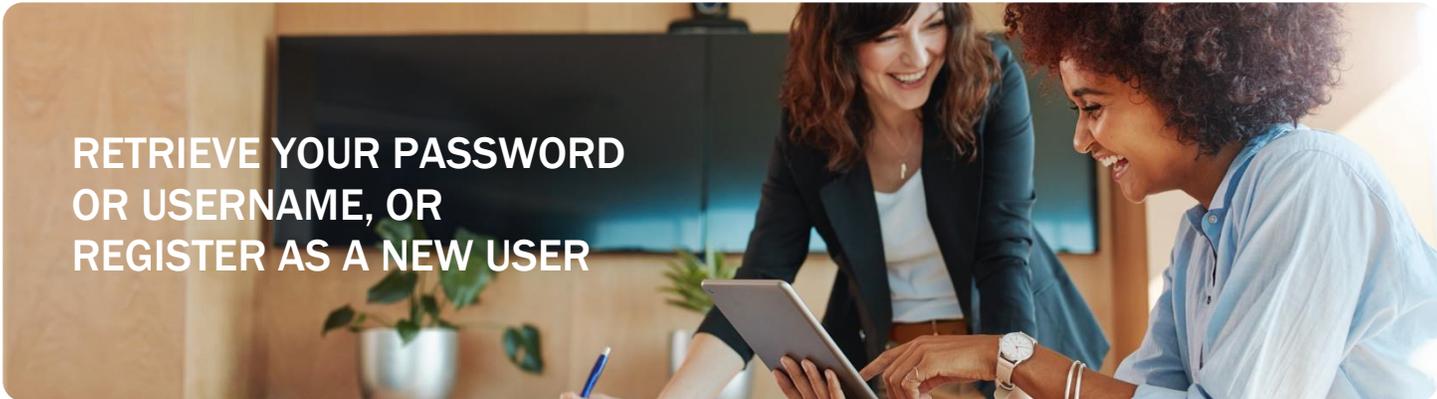
1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)

	EMPLOYEE	SPOUSE
<b>Username Format</b>	STR + 7-digit employee ID	STR + spouse's 7-digit employee ID number + sp
<b>Password Format</b>	Birth year + Last 4 of SSN	Birth year + Last 4 of SSN
<b>Example</b>	<b>UN: STR0034567</b> <b>PW: 19904321</b>	<b>UN: STR0034567sp</b> <b>PW: 19929876</b>

2. Accept the terms of the Consent Form
3. Fill in the required information

### \*PLEASE NOTE:

The temporary password is only for the first time you access the Wellness Portal and you will be prompted to change it upon entry. If you have accessed the Wellness Portal in the past, you should continue to use your existing password.



## RETRIEVE YOUR PASSWORD OR USERNAME, OR REGISTER AS A NEW USER

### FORGOT YOUR USERNAME OR PASSWORD?

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

# THE FINE PRINT

The Minnesota Star Tribune wellness program is a voluntary wellness program available to all employees and spouses, if applicable, covered by the medical 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, 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 one additional wellness 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 premium differential for the PPO Plan, Surest 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 results 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 The Minnesota 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.

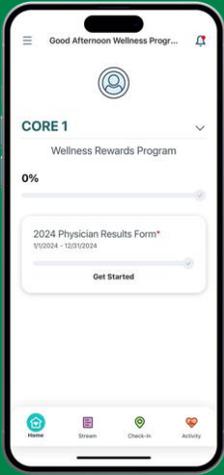
Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition 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.

# RESOURCES



## Download the Mobile App

Access your Wellness Program guide and forms, confirm participation and completion of requirements. Need to submit forms or get in touch with our wellness team? It's all streamlined through the app, ensuring you have everything you need to stay on top of your wellness goals right at your fingertips.



### 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 your **Wellness Portal**.



### CONTACT US

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**.

