



Orange County Public Schools

445 West Amelia Street • Orlando, FL 32801-1129 • Phone 407.317.3200 • www.ocps.net

NOTICE FOR ORANGE COUNTY PUBLIC SCHOOLS – SPONSORED WELLNESS PROGRAM

MotivateMe® is a voluntary wellness program available to all active employees enrolled in one of the three OCPS Medical Plans. The program is administered by Cigna 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 or "HRA" 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 also will be asked to complete an annual physical with a primary care physician. You are not required to complete the HRA or the annual physical.

However, employees who choose to participate in the wellness program will receive an incentive of \$50 in a payroll credit for completing the incentive activities. Although you are not required to complete the HRA or the annual physical, only employees who do so will receive the payroll credit.

Additional incentives of up to a \$50 payroll credit (maximum \$100) may be available for employees who participate in certain health-related activities such as flu shots, colon cancer screening, cervical cancer screening, mammogram, working with a health coach and/or using a Cigna designated Center of Excellence.

The information from your HRA will be used to provide you with information to help you understand your current health and potential risks, and also may be used to offer you services through the wellness program, such as online or telephonic coaching. 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 Orange County Public Schools may use aggregate information it collects to design a program based on identified health risks in the workplace, Cigna and MotivateMe® 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 personally identifiable health information that Cigna and MotivateMe® will only be used 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, and no information you provide as part of the wellness program will be used in making any employment decision. Although no one can prevent all cyber-attacks, Cigna has an information security program consisting of people, process, and technology – including encryption and monitoring tools designed to protect electronic information. We maintain safeguards intended to protect the security of your information. In the event a data breach, as defined by law, occurs involving information you provide in connection with the wellness program, we will notify you immediately as required by law.

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, please contact the Employee Wellness Program at wellness@ocps.net.