



WELLNESS

PROGRAM DESCRIPTION

June 1, 2025 through May 15, 2026

WELLNESS PROGRAM DESCRIPTION

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WELLFLEX

THE CITY OF CONCORD WELLNESS PROGRAM

Vision and Mission Statement

VISION

The vision of the Wellness Program is to have employee mental and physical health quality the best it can be in order for those employees to effectively meet their personal and work responsibilities, goals, and challenges, both now and into their retirement.

MISSION

The mission of the Wellness Program is to provide City employees with the means to successfully achieve the Wellness Program Vision.

GOALS

Reduce future cost increases of health insurance for employees, their families and the City.

Create wiser health care consumers.

Reduce absenteeism.

Develop other measures of program and individual performance, effectiveness, and success.

Make wellness and healthy habits a lifelong pursuit and a daily routine.

Enhance employee morale and pride in the program's individual and group successes.

Have FUN!

CITY OF CONCORD WELLNESS PROGRAM

June 1, 2025 – May 15, 2026

I. INTRODUCTION

The City of Concord continuously strives to offer comprehensive, responsive, and flexible health benefit plans and programs. In partnership with our health insurance carriers, the City of Concord is pleased to offer employees a unique wellness opportunity to improve their overall health and create a healthier lifestyle with a wellness program.

The City provides dollars (“wellpoints”), which can be used to offset the employee share of health insurance premiums. Wellpoints are earned for your participation in:

- Beneflex or Wellness education sessions
- Health Care Consumerism Program (every other year)
- Health Risk Assessment or Questionnaire (every other year)
- Your choice of health education programs
- Your choice of physical exercise activities
- Health screenings (either onsite or offsite)

Research has clearly shown that promoting health and fitness at the workplace and at home helps employees reduce the rate of premium increases and related health insurance costs, improve overall participant health, reduce stress levels, and become wiser health care consumers. The potential value of wellness programs to employers is just as impressive, with results such as reduced absenteeism, lower healthcare costs, improved employee morale, reduced employee turnover, better customer service, and enhanced employee recruitment. It is a win-win situation for everyone and it is fun!

Beginning in June of 2022, the city implemented an online wellness portal through Harvard Pilgrim enabling employees to customize their wellness program to fit their lifestyle and interests utilizing a virtual platform.

II. ELIGIBILITY

All full-time employees and City-insured spouses are eligible to participate in the Wellness Program. Retirees, permanent part-time, part-time employees, and other covered dependents are currently not eligible for wellpoint allocations but are still able to participate in the programs and activities on their own.

Participation in Wellness is strictly voluntary. Employees may enroll in Wellness at any time during the year, provided sufficient time exists to complete the necessary components of the program. New hires may join at any time during the year after their benefits become effective. Subsequent program plan years *may* follow a different monetary incentive amount as well as different enrollment criteria.

III. THE WELLNESS PROGRAM OVERVIEW

Wellpoints are earned for the successful completion of wellness activities designed to improve your overall health. If an employee does not need the additional wellpoints to purchase health insurance, they may be used for other aspects of the Beneflex program. Wellpoints earned during the wellness year will be awarded in July.

Wellness activities include a wide range of health education programs and exercise activities offered either on-site, through our partnership with the City's health insurance carriers and Concord Hospital's Center for Health Promotion, or are available through other approved health education providers statewide.

All program activity must occur within the Wellness Program Year (6/1 – 5/15). In other words, **wellness participants cannot roll over exercise activity or education credit into the upcoming year.**

Wellness Program – June 1, 2025 – May 15, 2026

Receive 250 wellpoints (\$\$) for employees and City-insured spouses for completing all components.

Employees and eligible spouses may receive partial credit for participating in various Wellness Program activities.

You are able to customize your wellness program to complete the activities that you would like to participate in. We always encourage both education and exercise to get the full benefit of health and wellness.

Here's how you can earn wellpoints!

1. Participate in a Benefit education session in May 2025* (either virtually or in person). *New hires are eligible upon completing a new hire orientation.*
2. Complete a Wellness Program Registration Form digitally through the online portal.* (This allows the health insurance carrier to report participation data. Please be assured that no personal health information will be released).
3. Obtain a preventive health screening. (Such as vision, dental or physical exams; flu shots; vaccinations; mammography or colonoscopy; blood pressure; etc).
4. Complete the Health Risk Assessment.
5. Participate in a variety of educational programs.
6. Complete monthly fitness/exercise logs.

Wellpoints earned during Wellness Year 6/1/25 – 5/15/26 will be awarded in July 2026 when the new fiscal year begins.

*Wellness participants must complete **every year**.

IV. PROGRAM DEVELOPMENT AND MANAGEMENT

The Wellness Program was developed by the City's joint labor-management Health Benefits Review Team (HBRT). Under the continuing direction of the HBRT and City Administration, the City's Benefits Administrator/Wellness Coordinator will coordinate ongoing wellness program activities. Staff of the Human Resources department will execute daily administrative and enrollment activities. Questions or concerns about the Wellness Program should be directed to the City of Concord Benefits Administrator/Wellness Coordinator through the Human Resources Department.

The Wellness Program was approved by vote of the Concord City Council on April 6, 2001, resolution number 7173. Wellness is annually funded through various City operating budgets. Continuing program funding and related benefits are subject to the annual appropriation of funds in the City's operating budget by vote of the City Council.

V. MEDICAL CLEARANCE

All Wellness Program enrollees are advised to seek the counsel of their physician in advance of participating in any physical activity. The City accepts no liability beyond that covered by the underlying health insurance provided through the Beneflex Program. Enrollment and participation in the Wellness Program will be evidence to the City that program participants have obtained the requisite medical clearance.

As physical exercise/activity is no longer a required component of the wellness program, it is not necessary to restrict participation or alter programs in order to participate. The wellness participant can choose among many other activities that do not involve physical activity and still complete the wellness program..

VI. OTHER RULES

1. Partial Wellpoints Allowed. Participants may receive partial credit for completing various Wellness Program activities at prorated wellpoints. Partial credit includes the provision of receiving wellpoints for participating in at least one activity. Participants, both employees and City-insured spouses, will be eligible to receive the full \$250 each in wellpoints for completing the program in full.
2. Opting Out. All full-time employees, including those who opt out of the Beneflex Program, are eligible to participate in the Wellness Program.
4. Educational Program Attendance. You must meet at least 75% of attendance requirements for any multiple session education programs. Repeat attendance at the same educational program may be subject to restrictions by the Benefits Administrator/Wellness Coordinator.
5. Employees are not able to earn exercise credit during work hours, except for Fire personnel who are allowed to work out at the stations, subject to the approval of the supervisor.

6. Wellness participants will have multiple opportunities throughout the year to participate in educational programs or fitness challenges through the online wellness portal to earn a mix of wellpoints.
7. In order to receive the six (6) month fitness incentive reimbursement for exercising at an approved fitness facility, participants must be registered for the Wellness Program.
8. Health education classes will be reimbursed on a Fiscal Year rather than a Wellness year.
9. An employee's spouse must be enrolled in a City health insurance plan in order to participate in the wellness program or receive any reimbursements or fitness incentives.

VIII. CONFIDENTIALITY AND PRIVACY INTENTIONS AND GUIDELINES

It is the intention of the City, the health insurance carriers, and the members of the joint labor-management HBRT to take all appropriate steps to protect and assure the privacy of participants' personal and medical information. This includes but is not limited to: individual responses to surveys, questionnaires, health risk appraisals, on-site health screening results, and specific education or exercise program attendance.

In order to administer the Wellness Program, the City needs to obtain participation data from the health insurance carriers. This information includes the number and duration of health screenings, education courses, and exercise activities for each participant. The City will receive this information in summary form without releasing individual participant names. The Benefits Administrator/Wellness Coordinator will also need to receive, analyze, and report on the results of surveys and questionnaires, health risk appraisals, on-site health screenings, and other program related information. Steps will be taken to assure that all approved program providers adhere to similar guidelines. Many providers, such as hospitals providing screenings, require releases to be signed prior to participating. Wellness participants should expect to sign these limited releases as a condition of program participation.

The City requires each Wellness participant to complete a virtual registration form. This form allows the health insurance carriers to report attendance and participation in their sponsored programs. This form must be signed in order to participate in the elements of the Wellness Program administered by the health insurance carriers. Each participant will be required to register for the Wellness Program on an annual basis.

All information stated in this document is subject to periodic change and/or revision, and may be subject to cancellation upon vote by the City Council. For further clarification and/or material review, please contact the City Human Resources Department at 225-8535.