

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 19 REFERENCING ARTICLE 27 OF THE HUMAN RESOURCES MANUAL
AMENDED 12-13-2011, 7-10-2012, 1-22-2013, 5-28-2019, 1-14-2020

A RULE PERTAINING TO **THE CITY EMPLOYEE HEALTH AND WELLNESS INCENTIVE PROGRAM**

Section 1. General

The City of Branson is committed to the health and wellness of all its employees. Therefore, in 2012 the City implemented a voluntary Health and Wellness Incentive Program to invest in its most valuable asset: the employees. Since the inception of the Health and Wellness Incentive Program, the City has seen aggregate data that indicates employees are getting healthier.

Section 2. Purpose

A significant portion of the healthcare costs incurred by working adults are attributed to modifiable behaviors like tobacco and nicotine use, poor diet, and lack of exercise. Programs that promote health and wellness, and nicotine abstinence, are positive ways to have healthier employees and to provide additional discounts to employees for lower healthcare costs that go above and beyond the base discounts that all employees enjoy.

Section 3. Policy

The City offers employees a three-tier discount program based on Health and Wellness participation. This program will be developed through Human Resources and approved by the Board of Aldermen each year.

The value of any such discount from the program is dependent upon the medical insurance plan chosen by the employee. The Health and Wellness Program is completely voluntary; employees are not required to participate. However, any employee who desires a better discount on his or her medical insurance must participate. The program is based on tier levels for additional discounts that are earned in one year and awarded in the following year. Those tier levels are:

1. Tier 1 – provides an additional discount of 30% on the employee-only coverage. This discount is above and beyond the base discount provided to all employees. This tier is for employees who test negative for nicotine (or complete the nicotine cessation program if they test non-negative) and who complete the requirements of the Health and Wellness Program on time.

Note: For Tiers 1 and 2, the nicotine cessation alternative is only available for two-consecutive years. If an employee tests non-negative for nicotine the third

consecutive year, he or she will not be eligible for the Tier 1 or 2 rate until he or she tests nicotine-free at the City's next Health Risk Assessment scheduled by Human Resources.

2. Tier 2 – provides an additional discount of 15% on the employee-only coverage. This discount is above and beyond the base discount provided to all employees. This is for employees who test negative for nicotine (or complete the nicotine cessation program if they test non-negative) and who only complete one of the two other elements of the Health and Wellness Program or fail to complete one of the elements on time.
3. Tier 3 – provides no additional discount beyond the base discount provided to all employees. Any employee who tests non-negative, or does not test for nicotine, and who does not complete the nicotine cessation program will be in Tier 3. Additionally, any employee who tests negative for nicotine and who does not complete both of the other two elements of the Health and Wellness Program (or who fails to complete them on time) will be in Tier 3.

The City will use an outside firm to be its wellness program provider and to receive and compile all employee Health and Wellness Program information. It will be each participating employee's responsibility to ensure the wellness program provider receives any pertinent health and wellness information by the deadlines communicated by Human Resources.

Employees who do not participate in, or who do not complete the requirements for, one or more of the tiers in the Health and Wellness Program will not be eligible for the best medical insurance discount.

This program is fluid and may be changed. The City Administrator, through the Human Resources Committee, may modify this plan as deemed necessary based on insurance renewal costs, budget appropriations, etc.

Section 4. Appeal of Results

Any employee participating in the Health and Wellness Incentive Program who does not agree with the final results reported by the City's wellness program provider may make an appeal to the City Administrator through the Human Resources Committee.

However, testing non-negative (positive) for nicotine cannot be appealed through this process. An employee can only be retested one time within forty-eight hours of the initial test in an effort to show a negative test result. It will be the employee's responsibility to make any and all retesting arrangements with the wellness program provider. The results of the second test will be final.

If an employee makes such an appeal, it must be done on the appropriate form through Human Resources. The Human Resources Director will ensure the name of the employee is not disclosed to the Human Resources Committee so it can impartially consider the appeal solely on the facts presented in writing by the employee.

The Human Resources Committee will make its decision on the appeal and render a recommendation to the City Administrator for final disposition of the matter. The Human Resources Director will notify the employee in writing the results of the appeal process.

Petitioning the City Administrator directly is the final possible appeal after the employee is notified by the Human Resources Director of the outcome of the appeal process that is unfavorable to the employee. The decision of the City Administrator shall be final.

Section 5. Disciplinary Action

- A. An employee is not subject to any disciplinary action for not participating in the Health and Wellness Program, or for not fulfilling the requirements to get the best discounts.
- B. However, any employee who knowingly provides false information/records in order to qualify for any Health and Wellness Incentive discount will be subject to Human Resources Manual Rule 4, Section 2, Disciplinary Action, B. (5) a. dishonesty in any form or degree, or falsification of records or reports for official use.

The above Administrative Rule is hereby established and adopted in accordance with the Human Resources Manual of the City of Branson, Missouri.

Stanley E. Dobbins, City Administrator

Date