

## U.S. Equal Employment Opportunity Commission

### NOTICE REGARDING WELLNESS PROGRAM

Village of Royal Palm Beach Wellness Benefit Program is a voluntary wellness program available to all employees. 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 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 will also be asked to complete a biometric screening, which will include a blood test for glucose, cholesterol (total, HDL, LDL and ratio) and non-invasive screenings such as blood pressure and BMI.

You are not required to complete the HRA or to participate in the blood test or other medical examinations. However, only employees who choose to participate in the wellness program will receive an incentive of (2) hours of Personal Leave Time for completing any two of the following targets:

- One preventive health screening (examples listed below) and confirmed by your physician
  - Pap test & pelvic exam (21+)
  - Mammogram (40+)
  - PSA screening (50+)
  - Colorectal cancer screening (50+)
  - Osteoporosis screening (60+, high risk or over 65)
  - Carotid artery ultrasound
  - Skin Cancer Screening
- Participation in the Village "Know your Numbers" campaign
- Annual wellness visit (including biometric screening listed above)

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 Human Resources at 561-790-5120.

The information from your HRA 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. ,

### 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 Village of Royal Palm Beach may use aggregate information it collects to design a program based on identified health risks in the workplace, Cigna or your primary care physician 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 is (are) your PCP, Cigna or health coaches 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 Human Resources at 561-790-5120.