



2024

WELLNESS PROGRAM NEW HIRE GUIDE



T&M ASSOCIATES

Participate in your Wellness Program this year to earn a Premium Discount for the 2024-2025 Plan Year.



Welcome to your 2024 Wellness Program!

All T&M Associates employees will have opportunities to participate in various wellness activities. As a newly hired T&M Associates employee, complete the below requirements by December 31, 2024 to earn the incentive. See page 3 for how to complete these steps.



NEW HIRE REQUIREMENTS & INCENTIVES



STEP 1

Employee & Spouse Requirement

ANNUAL PHYSICAL WITH BLOODWORK

DEADLINE: DECEMBER 31, 2024

STEP 2

Employee & Spouse Requirement

KNOW YOUR NUMBER ASSESSMENT

DEADLINE: DECEMBER 31, 2024

STEP 3

Employee ONLY Requirement

KNOW YOUR NUMBER HEALTH COACH CALL

DEADLINE: DECEMBER 31, 2024

EMPLOYEE ONLY MEDICAL COVERAGE:

Enrolled employees who complete the New Hire requirements will be eligible to receive a \$25 bi-weekly Premium Differential for the remainder of the 2024-2025 plan year.

EMPLOYEE + SPOUSE MEDICAL COVERAGE:

Enrolled employees and covered spouses who complete the New Hire requirements will be eligible to receive a \$40 bi-weekly Premium Differential for the remainder of the 2024-2025 plan year.

NEW HIRE REQUIREMENT DESCRIPTIONS

STEP 1: ANNUAL PHYSICAL WITH BLOODWORK

DEADLINE: DECEMBER 31, 2024

Print out the **Physician Results Form** located within the **Wellness Locker** and take it to your Primary Care Physician (PCP) for an annual physical with lab work.

- All required metrics must be collected between **JULY 1, 2023, and DECEMBER 31, 2024**, and submitted to Wellworks For You by **DECEMBER 31, 2024** to receive credit. See page 10 for how to submit your form.

Please allow ample time when scheduling your annual physical, as well as time for blood work to be processed by the lab and received by your PCP's office. Do not send lab results directly to Wellworks For You. Lab results should be documented on your **Physician Results Form** (located in Wellness Locker) and returned to Wellworks For You.

Please Note:

It is the **participant's responsibility** to ensure the completed form is submitted by the deadline. It is advised that you retain your own copy of the completed Physician Results Form to ensure submission to Wellworks For You.

STEP 2: KNOW YOUR NUMBER ASSESSMENT

DEADLINE: DECEMBER 31, 2024

Know Your Number (KYN) is an evidenced-based health risk assessment and education tool, which evaluates your individual risk for **six (6)** of the most costly, modifiable chronic diseases, including Diabetes, Coronary Heart Disease (CHD), Stroke, Congestive Heart Failure (CHF), Chronic Obstructive Pulmonary Disease (COPD), and Lung Cancer. A simple report displays your disease risk and a peer risk comparison. The primary focus of the **Know Your Number (KYN) Assessment** is to identify your modifiable disease risk or the risk that can be minimized with changes to behaviors and healthier lifestyle choices.

Complete the assessment by selecting the **Know Your Number Assessment** event title from the homepage. Complete all questions, except for the Health Metrics section. Wellworks will upload your screening results once you complete the **Annual Physical with Bloodwork** (see **STEP 1**).

- If your health metrics have already been entered, complete the questionnaire and click **Finish** to submit your responses.
- If your health metrics have not been entered, complete the questionnaire and click **Save**. The assessment will be completed once your metrics are entered by Wellworks For You.

Once your assessment is completed in its entirety (questionnaire and health metrics), your results report will be generated and available on the **Know Your Number (KYN) Assessment** page of the Wellness Portal, as well as uploaded to the **Wellness Locker** under the **Health Records** section. Your participation in the assessment will also be updated at this time. The Know Your Number Assessment will NOT show as completed until Step 1 is completed.

Please Note:

Your participation in the Know Your Number Assessment will **NOT** show as completed until Step 1: Annual Physical with Bloodwork is completed.

NEW HIRE REQUIREMENT DESCRIPTIONS (CONT.)

STEP 3: KNOW YOUR NUMBER HEALTH COACH CALL – EMPLOYEE ONLY REQUIREMENT

DEADLINE: DECEMBER 31, 2024

Once your **Know Your Number Assessment (KYN)** is completed in its entirety and a results report is generated, you will receive a KYN Risk Tracker Score and can schedule a coaching session with a Wellworks For You Health Coach to review your score. All calls must be completed by **DECEMBER 31, 2024**. ***Health Coaching Participation will be updated Monthly.**

Please Note:

You must allow at least three (3) weeks to schedule a call. If you miss your session, we cannot guarantee an immediately rescheduled session. Sessions must be scheduled 24 hours in advance and are based on available appointments.

TO SCHEDULE A COACHING SESSION, FOLLOW THE INSTRUCTIONS BELOW:

1. Log into your **Wellness Portal**
2. Click on **Coach's Corner** from the homepage or via the menu page
3. Click the **Schedule an Appointment** button under **Upcoming Appointments**
4. Choose your **Calendar View** and select your **Time Zone**
5. The system will default to all Health Coach's availability assigned to your company. If you have a specific Health Coach you would like to schedule an appointment with, choose **Unselect All** and add that specific coach to view their availability.
6. Click on any available appointment time that is convenient for your schedule
7. Select a topic to discuss, choose a contact method, fill-in the required fields, and click **Confirm Appointment**
8. Your Health Coach will contact you on the date and time of your scheduled appointment

Please Note:

An alternate phone number is required if you select Phone as your preferred contact method. Your email confirmation will be sent to the email address used when making an appointment.

FREQUENTLY ASKED QUESTIONS

What if there are no available KYN Health Coaching Call sessions prior to the deadline?

KYN Health Coaching Call sessions are subject to availability. We recommend scheduling your call at least three (3) weeks prior to the program deadline to ensure you are able to secure an appointment. **If there are no available appointments, no exceptions or extensions will be allowed.** You may schedule your appointment as early in the program year as you would like, just ensure you have completed the Annual Physical with Bloodwork and Know Your Number Assessment prior to your scheduled call.

Does my spouse need to complete the KYN Health Coaching Call to be eligible?

No. Spouses are only required to complete the Annual Physical with Bloodwork and the Know Your Number Assessment in order to qualify for the New Hire incentive.

Do my spouse and I both need to complete the New Hire Requirements to be eligible?

Employees must complete New Hire requirements for their Spouse to be eligible. Employees who complete the New Hire requirements, but their spouse does not, will receive the Employee Only incentive rate. Spouses who complete the program, but the employee does not, are not eligible for an incentive.

WELLNESS PORTAL

For your participation in the program to be tracked, eligible participants must be registered under the **T&M Associates** 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.

NEW USERS: LOG INTO THE WELLNESS PORTAL

1. Go to www.wellworksforyoulogin.com
2. Your username and temporary password format will be:

ACCOUNT TYPE	USERNAME FORMAT	PASSWORD FORMAT	EXAMPLE
Employee	Employee Email	Employee's DOB: MMDDYYYY	UN: JDoe@TandMAssociates.com PW: 01051980
Spouse	TM_+ First Initial + Last Name + YOB	Spouse's DOB: MMDDYYYY	UN: TM_SDoe1981 PW: 02101981

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

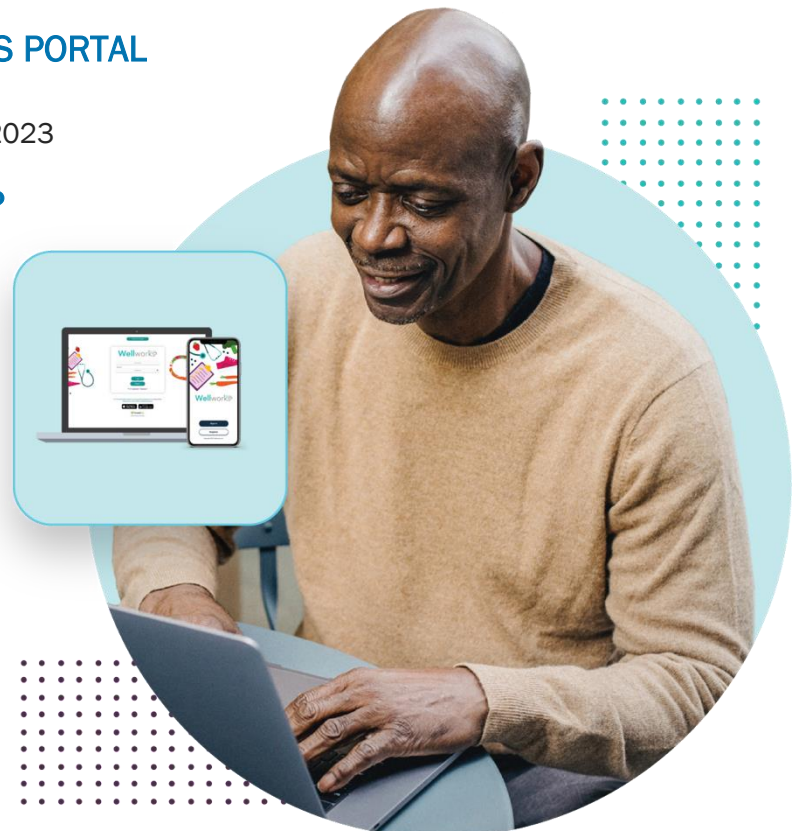
PLEASE NOTE: The temporary password is only for the first time you access the Wellness Portal and you will be prompted to change it upon entry. If you have accessed the Wellness Portal in the past, you should continue to use your existing password.

EXISTING USERS: LOG INTO THE WELLNESS PORTAL

1. Go to www.wellworksforyoulogin.com
2. Log in using the username and password from 2023

FORGOT YOUR USERNAME OR PASSWORD?

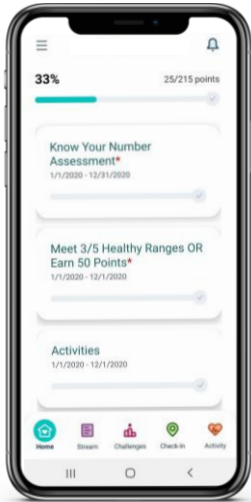
1. Go to www.wellworksforyoulogin.com
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800.425.4657**



ADDITIONAL INFORMATION

SMARTPHONE APP

The Wellworks For You Portal App includes all of your favorite features from the Portal including programs and events listings, incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free App.



NOTIFICATIONS INBOX

View your Wellness Program reminders in the **Notifications Inbox** located on the right side of your Wellness Portal homepage. Click on above the **Notifications Inbox** to view your Wellness Program reminders in detail.

VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).

VIEW YOUR INCENTIVE PROGRESS

Looking for an overview of your progress to date?

- Log into your Wellness Portal (www.wellworksforyoulogin.com).
- View your program status right on the homepage in the top right-hand section.
- My Progress will show completion of required program components.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.



My Next Steps

Complete a Biometric Screening ★ COMPLETED

To receive credit for this event, you must complete ONE of the following: Attend an Onsite Biometric Screening Event (details coming soon), complete a Lab Voucher through Labcorp, OR complete the Physician Results Form. More details of each are listed...

Complete the Know Your Number Assessment ★ COMPLETED

Complete the assessment by selecting the Know Your Number Assessment event title from the homepage or via the menu page. The Know Your Number is a health risk assessment and education tool that evaluates your risk for up to six (6) of the most...

ADDITIONAL INFORMATION

VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

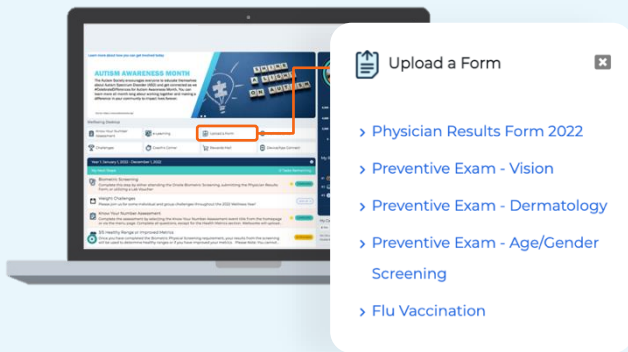
All forms, guides, and applicable documents are located in your Wellness Portal within the Wellness Locker accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

SUBMIT YOUR COMPLETED DOCUMENTS BY: **DECEMBER 31, 2024**

All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

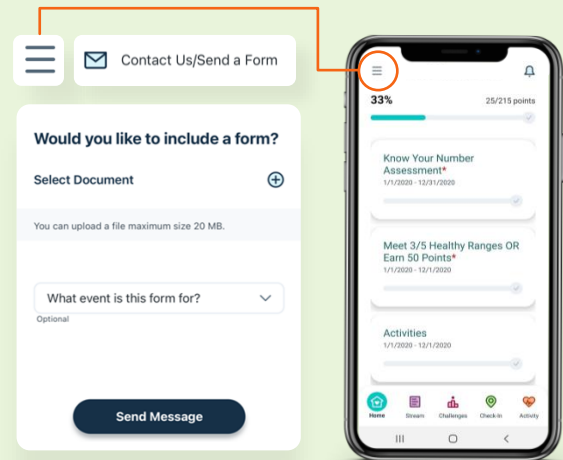
Upload to the Portal:

Click the **Upload a Form** tile from the homepage or via the **Menu** page select the event title from the dropdown and upload your form to the portal. Users are limited to **one (1)** file per submission.



Upload via the Mobile App:

Take a photo of your form using your Smartphone. Next, upload it to the Wellworks For You Mobile App via the **Contact Us/Send a Form** tab in the **Menu**, located in the top left corner of the home screen. Select the event listed under **What event is this form for?** Users are limited to **one (1)** file per submission.



⚠ Please Note:

Wellworks For You requires up to ten (10) business days for processing and participation to be updated in the Wellness Portal.

FOR ADDITIONAL SUPPORT, CHAT WITH US LIVE ON THE WELLNESS PORTAL

(This feature is only available on the web app.)



Our "Chat Live" feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness.



THE FINE PRINT

The T&M Associates wellness 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, 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 an Annual Physical with Lab Work, which will include a lipid panel/glucose blood test and body measurements. You are not required to complete these components. However, employees who choose to participate in the wellness program will receive a premium differential effective upon completion and processing of New Hire requirements.

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 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. 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 T&M Associates 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.



Questions about your Wellness Program?



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**.

