

Newly Eligible Employee Procedures

Employees eligible to participate in the Healthy Opportunities Wellness Program are:

- Executive branch non contract employees
- Education bargaining unit employees (AFSCME)
- SPOC-covered employees

Eligibility to participate in the wellness program has been expanded to include:

- New employees hired into a wellness-eligible position after September 30, 2014.
- Employees, who promote, demote, transfer or are reclassified into a wellness-eligible position after September 30, 2014.



For employees, hired, promoted, demoted, transferred, or reclassified after September 30, 2014, if the program requirements are met within the 90-calendar date timeframe, the healthy opportunities premium reduction will begin with deductions for the 2015 plan year.

Following is the process to manage these employees participation in the wellness program.

A newly eligible employee has:

- **30 calendar days** from his/her effective date to elect to participate in the Healthy Opportunities Wellness Program and
- **90 calendar days** from his/her effective date to complete the biometric screening and online health assessment in order to be eligible for the reduction in health insurance premium.

The 30 days election period and 90 days completion period are concurrent. A newly eligible employee does **not** have a total of 120 days to elect and complete the program.

Effective Date

For newly hired employees, the effective date is the first day of employment. For employees who promote, demote, transfer, or reclassify into a wellness-eligible position, the effective date is the date the personnel transaction takes place in payroll.

Example

A new employee is hired on January 2, 2015. The time frame to elect participation in the wellness program is February 1, 2015 (30 calendar days). The time frame to complete the biometric screening and online health assessment is April 2, 2015 (90 calendar days).

A 90-calendar day calculator is available at the DAS-HRE Human Resources Information for Personnel Assistants website (<http://das.hre.iowa.gov/info-pa.html>).



For employees, hired, promoted, demoted, transferred, or reclassified between **September 5 – September 30, 2014**, the 90-calendar effective date begins October 1, 2014.

The reason for the adjustment in the effective date is that biometric screening at participating Hy-Vee is not available between September 5 – September 30, 2014.

If the program requirements are met within the 90-calendar date timeframe, the healthy opportunities premium reduction does not go into effect until 2015 (December 26, 2014 pay warrant).

① On-Boarding Process

Step 1: During the on-boarding process, the human resources associate (HRA) gives the newly eligible employee:

- The Healthy Opportunities Wellness Program Overview
- “Healthy Opportunities Participation Election” form (552-0771)

Step 2: In IowaBenefits (IB), the HRA sets the work category “Wellness Eligible” to YES for new hires. For promotions, demotions, transfers, or reclassifications, the HRAs must update several work categories: “Bargaining Status”, “Bargaining Unit”, “Employee Bargaining Class” and “Wellness Eligible”, so that the employee’s health insurance election will display wellness – eligible plan offers in IB).

Step 3: The employee completes the participation form within 30 calendar days of his/her effective date and returns the completed form to his/her HRA. (If the employee elects not to participate in the Healthy Opportunities Wellness Program, the HRA changes the employee’s work category “Wellness Eligible” to NO so that non-wellness plan offers will display in IB.

Step 4: The employee enrolls in a health insurance plan in IowaBenefits. Depending upon what the employee elected either wellness or non-wellness plans will be displayed in IowaBenefits.

Step 5: The HRA gives a copy of the completed form

- To the employee
- Places a copy in the employee’s personnel file
- Sends a copy to the DAS-HRE wellness specialist (a copy of the form is sent to DAS-HRE regardless of the employee’s decision to participate in the Healthy Opportunities Wellness Program.)

② Monitoring Progress

Step 1: Upon receipt of the participation form, the DAS-HRE wellness specialist updates a spreadsheet with the employee’s information.

Step 2: The DAS-HRE wellness specialist notifies Wellmark of the employee’s eligibility to participate in the wellness program.

Step 3: Wellmark monitors the progress of the newly eligible employee in completing the biometric screening and online health assessment and updates the DAS-HRE wellness specialist on the employee’s progress.

Step 4: After 60 calendar days, the DAS-HRE wellness specialist sends a reminder email to the employee that the biometric screening and/or online health assessment are not completed.

③ Completion/Non-Completion Process

At the end of 90 calendar days, the DAS-HRE wellness specialist confers with Wellmark to ascertain if the employee completed the wellness program requirements.

Successful Completion

If the wellness requirements have been completed, the DAS-HRE wellness specialist sends an email to the employee and a copy to the HRA informing him/her of completion of the wellness requirements.

Non-Completion

Step 1: The DAS-HRE wellness specialist emails the employee of his/her not completing the Healthy Opportunities Wellness Program requirements. The employee is informed that he/she will begin to contribute 20% towards the total health insurance premium and will be responsible for the difference in their previous deductions and the 20% deduction. A copy of the email is sent to the DAS-HRE IowaBenefits specialist and the group insurance associate.

Step 2: The DAS-HRE group insurance associate updates the work categories in IB, change the employee's health insurance plan to non-wellness, and manually writing the 294 to change the health code. (For the DOT, Community Based Corrections, and State Fair Board, the DAS-HRE group insurance associate will make the change in IB but those agencies make the necessary changes in their payroll system.)

Step 3: The DAS-HRE group insurance associate forwards a copy of the email to the employee's HRA and to SAE. The group insurance associate informs the HRA that the employee's records in IB and HRIS have been changed and that a billing adjustment needs to be prepared.