

2022

WELLNESS PROGRAM



HUDSON VALLEY CREDIT UNION

Participate in your Wellness Program to earn Wellness Dollars.

Welcome to our 2022 Wellness Program!

Beginning July 1, 2022, Hudson Valley Credit Union (HVCU) has partnered with Wellworks For You to provide all employees with a voluntary Wellness Program. This program is designed to raise awareness about potential health risks and to encourage healthy behaviors. All employees will have opportunities to participate in various wellness activities to earn reward card incentives. Your new program details are outlined in this Guide.

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WELLNESS PORTAL ACCESS VIA INFONET

In order for your participation in the program to be tracked, employees must be registered under the Hudson Valley Credit Union Wellness Portal. Your account has already been generated for you! To access your account for the first time, please follow the steps below to log into your Wellworks For You account via the HVCU Infonet. In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.

LOG INTO YOUR PORTAL VIA HVCU INFONET

1. Access the Wellworks For You link from the Employee Hub of the Infonet
2. If this is your first time logging into the Portal, you will be prompted to reset your password*. Update your password and keep record of the password for accessing your Wellness Portal through the Wellworks For You mobile app or outside of the HVCU Infonet link
3. You will then be prompted to review and accept the consent form
4. On the next page, you will need to confirm your account information

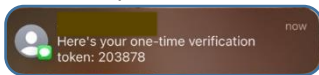
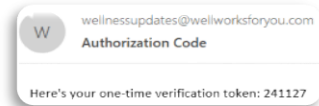
WELLNESS PORTAL ACCESS VIA MOBILE APP

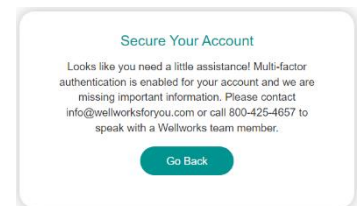
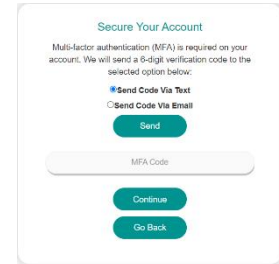
LOG INTO YOUR PORTAL VIA THE WELLWORKS FOR YOU MOBILE APP

1. Download the Wellworks For You mobile app by searching Wellworks For You in the Play Store or App Store
2. If this is your first time logging in, use the following credentials*:
 - o **Username:** Your HVCU Work Email Address
 - o **Temporary Password*:** Your **Date of Birth** in MMDDYYYY format (including leading zeros), plus the last **four (4) digits of your Social Security Number** (Example: MMDDYYYY1234)



***Please Note:** If you previously accessed the Wellness Portal via Infonet, URL, or Mobile App, you will utilize the password that you updated your account with. The temporary password is only to be utilized upon first login.

3. Upon login, a **Multi-Factor Authentication (MFA)** will be required
 - o Select to send the code to your **mobile number** or **work email address** (associated with your wellness account)
 - o A **6-digit verification code** will be sent to the selected option
 - Mobile Option will appear as:
 
 - Email option will appear as:
 
 - o If you do not have a mobile number OR email address listed on file, you will receive the following error message:



LOG INTO YOUR PORTAL VIA THE WELLWORKS FOR YOU URL

1. Go to www.wellworksforyoulogin.com
2. Login with your Mobile App Credentials. See Mobile App steps 2 & 3 above.

FORGOT YOUR USERNAME OR PASSWORD?

1. Go to www.wellworksforyoulogin.com
2. Click the link **Forgot Username** or **Forgot Password**
3. Enter the work email address associated with your wellness account and follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You using the **Live Chat Feature** or calling **800.425.4657**

WELLNESS ACTIVITIES TO EARN AN INCENTIVE

JULY 1, 2022 – DECEMBER 1, 2022

Create your own personal wellbeing journey and participate in the various activities listed below. The list of activities and their descriptions are also on the Wellness Portal homepage under **My Next Steps**. The number of dollars earned in wellness activities will determine your Wellness Dollars for redemption in the Rewards Mall. **Please Note:** Additional costs may apply for doctors' visits and/or lab work and is the responsibility of the participant.

WELLNESS ACTIVITIES

DOLLARS

PREVENTIVE WELLBEING

Biometric Screening (Cholesterol Screening)

- Attend the *Onsite Screening* in **August 2022**. Details to be announced via email.
- Visit your *Primary Care Physician* (PCP) for an annual physical with lab work. Print out the **Biometric Screening Form** located on the Wellness Portal under **Wellbeing Desktop>Wellness Locker** and take it to your doctor.
- Request to utilize a *LabCorp Voucher* from your HVCU HR or Wellworks Representative. Lab work completed through LabCorp will be sent directly to Wellworks For You. Participants can begin the process to schedule an appointment with LabCorp by following the instructions included on the LabCorp Voucher flyer to complete the screening. **Please Note:** Utilizing the LabCorp Voucher through the program is covered by HVCU – if lab work is requested by your PCP – Additional costs may apply and the participant is responsible for these costs.

\$25

Annual Wellness Exam

Complete an annual wellness exam between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU medical plan, a claim will automatically be submitted to Empire within 90 days for credit. Problem and emergency visits do not apply.

\$25

Annual Flu Shot

Receive a Flu Shot between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU medical plan, a claim will automatically be submitted to Empire within 90 days for credit.

\$25

Annual Eye Exam

Complete a vision exam between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU medical plan, a claim will automatically be submitted to Empire within 90 days for credit. Problem and emergency visits do not apply.

\$25

Well Woman Exam

Complete a well woman exam (OB/GYN) between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU medical plan, a claim will automatically be submitted to Empire within 90 days for credit. Problem and emergency visits do not apply.

\$25

Mammogram

Complete a mammogram between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU medical plan, a claim will automatically be submitted to Empire within 90 days for credit. Problem and emergency visits do not apply.

\$25

Colorectal Cancer Screening

Complete a colorectal screening between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU medical plan, a claim will automatically be submitted to Empire within 90 days for credit. Problem and emergency visits do not apply.

\$25

Dental Exam – Limit 2 per year

Complete a dental exam between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU dental plan, a claim will automatically be submitted to Delta Dental within 90 days for credit. Problem and emergency visits do not apply.

\$25

Dermatology Exam

Complete an annual skin exam between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU medical plan, a claim will automatically be submitted to Empire within 90 days for credit. Problem and emergency visits do not apply.

\$25

Prostate Exam

Complete a prostate exam between **July 1, 2022 – December 1, 2022**. Submit proof by December 1, 2022 using the **Preventive Screening Form**, a receipt, or an EOB with the Screening Form attached to Wellworks. If you are on the HVCU medical plan, a claim will automatically be submitted to Empire within 90 days for credit. Problem and emergency visits do not apply.

\$25

WELLNESS ACTIVITIES CONT'D.

DOLLARS

MENTAL WELLBEING

Mobile or Web Login

Log into the Wellness Portal or Mobile App at least **one (1)** time within the date ranges below to receive **\$5 each quarter**.

- **Q1: July 1, 2022 – September 30, 2022**
- **Q2: October 1, 2022 – December 1, 2022**

\$5
(per quarter)

Know Your Number (KYN) Assessment

Complete the assessment by selecting the **Know Your Number Assessment** event title under Wellbeing Desktop. Complete all questions, *including the Health Metrics section*. You will be asked to enter at minimum the **Blood Pressure, Height, Weight, and Waist Circumference**. **Please Note:** self-entry of metrics is NOT available via the Mobile App.

- If you would like your results from the HVCU Biometric Screening to be entered, please leave the metrics section blank and click **Save**, Wellworks will upload your screening results once you complete the Biometric Screening (Cholesterol Screening).
- If your health metrics have already been entered, complete the questionnaire and click **Finish** to submit your responses.

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.

\$25

E-Learning Series – 6 per year

Complete an **e-Learning Series** under the e-learning section from the homepage or via the menu page and receive **\$25 each**. You must begin by **October 5, 2022** to complete the entire series by **December 1, 2022**. Begin by completing the **Pre-Module Survey** then watching the first video. Watch each week's video and complete the corresponding quiz. After successfully completing each quiz, you will be required to wait **one (1) week** before proceeding to the next module. If you do not pass the quiz (a 70% score or higher), you must wait 24 hours before taking the quiz again. After you finish the final module, you must complete and submit the **Post-Module Survey**. **PLEASE NOTE:** Google Chrome is the recommended browser when participating in the e-Learning Series on the Wellness Portal. **Topics include: Stress Management, Weight Management, Sleep & Your Health, Healthy Mom, Healthy Baby, Nutrition for Healthy Living, and Financial Wellness.**

\$25

Webinars – 6 per year

Complete a Webinar under the **e-Learning** section from the homepage under Wellbeing Desktop and receive **\$10 each**. Watch the video and complete the corresponding quiz. If you do not pass the quiz (a 70% score or higher), you must wait 24 hours before taking the quiz again. **PLEASE NOTE:** Google Chrome is the recommended browser when participating in Webinars on the Wellness Portal. **Topics include: Sleep – Getting Your ZZZ's, Healthy Eating on the Go, Seasonal Allergies, Stress Management & Work Life Balance, Diabetes Awareness Plus Sugar Intake, and Increase Your Exercise IQ.**

\$10

PHYSICAL WELLBEING

Connect a Device

Log into the Wellness Portal or Mobile App and connect a fitness device/app.

- **Wellness Portal:** Select **Device/App Connect>Device/App Connect** and follow the prompts to connect your device.
- **Mobile App:** Navigate to the **Menu>Devices**. Please Note: Apple Health is only connected via the Mobile App.

\$5

Track Steps

Sync a device/app to the Wellness Portal or Mobile App under Device/App Connect or manually track your steps via Fitness & Nutrition Dashboard. For every **50,000 steps** logged **between July 1, 2022 – December 1, 2022**, receive **\$2** towards the Rewards Mall. Earn a maximum of \$60 per year.

\$60
(max)

Check out Wellbeats

The Wellbeats Program will give you access to 500+ premier on-demand fitness and nutritional videos. Access the Wellbeats site via the **Fitness and Nutrition Dashboard** or the **Wellbeats** tile, located on your homepage under Wellbeing Desktop. Clicking the Wellbeats button will automatically log you into the Wellbeats site. Log into Wellbeats and view the on-demand videos at least **one (1) time** by **December 1, 2022** to receive credit for this activity.

\$10

Wellness Challenges

All details regarding the wellness challenges will be announced via email during the year.

INCENTIVES



Participate in various wellness activities between **July 1, 2022 – December 1, 2022** to earn Wellness Dollars to redeem through the Wellworks For You Rewards Mall! Rewards will be issued on a **monthly basis**. A max of \$1,225 may be accumulated in the wellness calendar year.

REWARDS MALL

In the Rewards Mall, you may choose from a variety of reward cards including your favorite restaurant and retail establishments! You may also choose to redeem your Wellness Dollars to make a donation to a designated charity of your choice. The amount of Wellness Dollars accumulated by the end of each month will be uploaded into your **Wellness Portal > Rewards Mall** to redeem by the end of the 1st week of the following month.

HOW TO REDEEM YOUR WELLNESS DOLLARS:

1. Access the Wellworks For You link from the Employee Hub of the Infonet
2. Under **Wellbeing Desktop**, click the **Rewards Mall** title to open a pop-up
3. Select the button to **Redeem New Rewards** within the pop-up. This will generate a link to redeem your rewards.
4. Click the **Redeem this Reward** link to enter the Rewards Mall
5. Your Wellness Dollar Balance will be displayed at the top of the **Rewards Mall** page
6. Select your preferred electronic reward card and enter the dollar amount you would like to redeem
7. Checkout by clicking your cart in the top right corner and selecting **Checkout**
8. Review and complete your order

Note: All rewards must be redeemed by **12/1/2023**. You will not be able to access your rewards after **12/1/2023**.

PLEASE NOTE: If you would like to total your Wellness Dollars and redeem the entire balance at **one (1)** time, **do not** click the **Redeem New Rewards** button until you are ready to redeem **all** of your Wellness Dollars. All currently available Wellness Dollars will be sent to the Rewards Mall when you click the **Redeem New Rewards** button. Any Wellness Dollars earned after that point will be available through a new **Redeem New Rewards** button and will not be totaled with any previously converted Wellness Dollars. Additionally, redeemed Wellness Dollars are considered taxable income. Annual incentive amounts will be provided to HVCU for annual W-2 payroll processing. Should you terminate employment with HVCU, you will lose the right to redeem any rewards. If you redeemed rewards prior to termination, you may still access your rewards via the Tango Reward Card Link sent to the email address provided when redeeming.

The screenshot shows the 'Wellbeing Desktop' interface. A 'Rewards Mall' button is visible. Below it, the 'Rewards Mall History' section displays a table with the following data:

Redemption Date	Reward Value History i	Link to Redeem Rewards	Reference
8/13/2021	\$1	Redeem this Reward	RA210813-1064033-89

Next to the table is a button labeled 'REDEEM NEW REWARDS - \$20' with a close icon (X).

ADDITIONAL INFORMATION

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.

RECEIVE TEXT MESSAGE UPDATES

Follow the steps below to **opt-in** to receive text updates on your status in the Wellness Program.

1. From the Wellness Portal, go to **My Profile** on the upper right corner
2. Click **Communication Settings**
3. Check the box next to **Receive SMS Messages**
4. Enter a valid mobile number
5. Save by clicking **Update Communication Settings**

RECEIVE PUSH NOTIFICATIONS

Follow the steps below to **opt-in** to receive different program push notifications.

1. Log into your Wellworks For You Mobile App
2. Navigate to **Menu>Edit Profile**
3. Under **My Communication Settings** review the push notification options
4. Toggle-on each push notification option you want to receive

UPDATE YOUR WELLNESS PROFILE DETAILS

All of your profile information will be directly transmitted to Wellworks on a monthly basis from ADP. If there are any profile changes or updates, this information must be changed within ADP (address, phone number, etc.).

1. Log into **ADP Self Service**
2. Go to **Myself>My Information (Profile)**
3. **Questions?** Send an email to HRIS@hvcu.org

VIEW DETAILS FOR PROGRAMS, EVENTS, AND ACTIVITIES

Events are listed on your personal Wellness Portal right on the homepage. Under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).

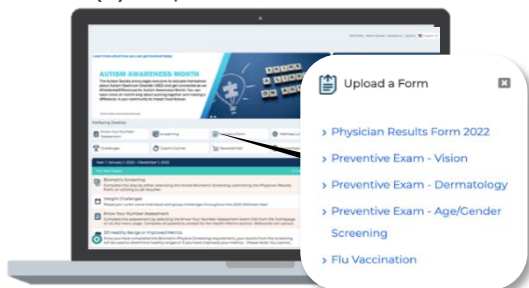
WELLNESS LOCKER

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

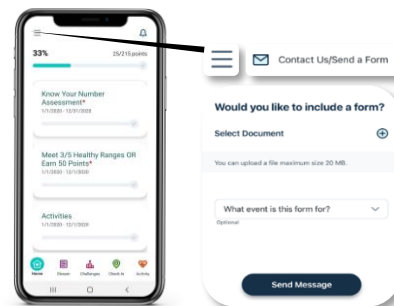
SUBMIT YOUR COMPLETED DOCUMENTS BY DECEMBER 1, 2022

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

Upload to 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. This will be securely emailed for processing. Users are limited to **one (1)** file per email.



Upload to 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.



PLEASE NOTE: Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal.



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 the Wellworks For You Portal.

Simply select the **Live Chat Feature** or login and select **Contact Us** from the Portal homepage or Wellworks For You mobile app. You may also call Wellworks For You at **800.425.4657**.

Wellworks For You

800.425.4657

www.wellworksforyoulogin.com

THE FINE PRINT

The Hudson Valley Credit Union 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 participate in various wellness activities to accumulate Rewards Mall Dollars up to \$1,225 per wellness program calendar year. Some of these activities include completing a voluntary health risk assessment (HRA) called 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 may also be asked to complete a Biometric Screening (Cholesterol Screening), which will include a lipid panel (total cholesterol, HDL, LDL, and triglycerides) with glucose blood test and body measurements (blood pressure, height, weight, waist circumference, and BMI). You are not required to complete these activities. However, employees who choose to participate in the wellness program may earn up to \$1,225 per wellness program calendar year to be redeemed in the Wellworks For You Rewards Mall through your participation in the various activities offered within your Wellness Program.

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 Hudson Valley Credit Union 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 your 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 management team 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.