

**GREEN COUNTY DEPARTMENT OF HUMAN RESOURCES**

**Informational Bulletin: February 12, 2018**

[clangreck@greencountywi.org](mailto:clangreck@greencountywi.org) or 608-325-8992

**Topics:**

**Audience:**

Department Introductions and Identifications	—Everyone
Avoiding and Reporting Harassment	—Everyone
Spring Elections	—Everyone
2018 IRS Tax Withholdings	—Everyone
Active Shooter Prevention Training	—Everyone
1095-Cs	—Everyone
ETF Mailing 1099-R Tax Statements	—Everyone
Employee Benefits Matrix	—Everyone
Participating in Deferred Compensation:	—Everyone
Minor Changes to the Green County Handbook	—Everyone
2018 Well Wisconsin Health Incentive Program	—Group Health Insurance Members

**Distribution Plan:** News bulletins will be emailed to all county department heads. It is asked that department heads please assist in disseminating, or notifying your employees that a recent news bulletin has been posted on the Green County Human Resources webpage @ [http://www.co.green.wi.gov/localgov\\_departments\\_details.asp?deptid=722&locid=148](http://www.co.green.wi.gov/localgov_departments_details.asp?deptid=722&locid=148).

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**Department Introductions and Identifications:**

A request was made by a Green County Employee asking to incorporate a frequent section dedicated to introducing the many employees of Green County. It was expressed, "We are all working in different buildings and it would be nice to have a face to go along with the name." This was seen as a terrific opportunity and so we hope to cover a few departments each month in efforts to foster improved camaraderie, communication and cohesion in Green County.

**Accounting/Finance Department Employees:**



**Julie Sachs**

Green County Finance Director and Processing Coordinator (Accounting / Finance Department Head)

Julie's main responsibilities are to maintain a centralized accounting and data processing system. Advise department heads on data processing, accounting, and budgetary policies, procedures and reporting.



**Donna Klosterman**

Accountant

Donna's main responsibilities are to maintain account records in accordance with County systems, procedures, and instructions. Train, assist, and guide County employees in the completion of accounting functions using data processing equipment and the County's financial software



**Jill Pederson**

Fiscal Clerk

Jill's main responsibilities are to compile and perform data entry of payroll data to generate bi-weekly payroll checks for all county employees. Produce and file all related payroll reports. Review, audit, compile, and process accounts payable requisitions, including examining for adherence to proper codes and established policies.

Additional information can be found on their department website:

[http://www.co.green.wi.gov/localgov\\_departments\\_details.asp?deptid=110&locid=148](http://www.co.green.wi.gov/localgov_departments_details.asp?deptid=110&locid=148)

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**Human Resources Department Employees**



**Clinton Langreck**

Human Resources Director

Clint’s main responsibilities are to direct and coordinate all employee and labor relations functions of the Human Resources Department and plan, develop and implement all policies and procedures that affect employees and their working conditions



**Shianne Broughton**

Human Resources Assistant

Shi’s main responsibilities are to facilitate the recruitment and hiring process for requesting departments. Shi conducts new employee orientations and the onboarding process. Shi facilitates employee benefit enrollment, and provides education on labor relation topics.

Additional information can be found on their department website:

[http://www.co.green.wi.gov/localgov\\_departments\\_details.asp?deptid=722&locid=148](http://www.co.green.wi.gov/localgov_departments_details.asp?deptid=722&locid=148)

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*Clinton Langreck —Director*

**Avoiding and Reporting Harassment:**

To help ensure a safe and productive work environment, Employees are reminded that Green County does not tolerate harassment. “Green County expects all employees to maintain high standards of integrity and impartiality in performing their employment duties so the confidence of the public is maintained. Accordingly, the County is committed to providing employees with an opportunity to work in an environment free of harassment of any kind” (Green County Employee Handbook — Section IX). Green County policy further states, “Any conduct which constitutes sexual harassment is strictly prohibited and is subject to disciplinary action up to and including termination of employment. The degree of disciplinary action to be taken may be commensurate with the severity and/or the frequency of the harassment.” Sexual harassment is also prohibited

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under Title VII of the Civil Rights Act of 1964 and Wisconsin Fair Employment Law. Some forms of such misconduct may subject violators to civil liability and/or criminal prosecution.

All employees are strongly encouraged to review the “Avoiding and Reporting Harassment” presentation on the Human Resources Department website, under the “Labor Law Compliance” section. <http://www.co.green.wi.gov/docview.asp?docid=23701&locid=148>. We hope to facilitate additional training in March—April with a presenter from Aegis / Wisconsin Counties Mutual. Notifications of these trainings will be given when dates and locations are determined.

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*Clinton Langreck —Director*

### **Spring Elections:**

A reminder to all voters, there will be a Spring Primary Election on February 20, 2018 for the Justice of the Supreme Court and the Spring Election on April 3, 2018. Items that may appear on your district ballot include state judicial seats, county board seats, municipal seats and school board seats, plus state and county referendums. All Wisconsin polls are open from 7 am to 8 pm on Election Day. All employees are encouraged to exercise their civic duty.

More information on voting can be found on the Green County Clerk Website:

[http://www.co.green.wi.gov/localgov\\_departments\\_details.asp?deptid=105&locid=148](http://www.co.green.wi.gov/localgov_departments_details.asp?deptid=105&locid=148)

or, at the “MyVote Wisconsin” website: <https://myvote.wi.gov/en-us/>

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*Wendy Tschudy —Deputy Clerk*

### **2018 IRS Tax Withholdings:**

Beginning with the paycheck dated 1/19/18, the new 2018 Federal Tax Withholding tables are being used, in accordance with IRS notification. Employees will see a difference on that check and there forward. If anyone would like to see the new tax tables, the IRS notification link is as follows:

<https://www.irs.gov/pub/irs-pdf/n1036.pdf>

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*Donna Klosterman —Accountant*

### **Active Shooter Prevention Training:**

The Green County Sheriff’s Office recently presented education on active shooter prevention at the Green County Justice Center. The training was focused on the elements of “REACT, ESCAPE AND SURVIVE” and utilized the following instructional video to guide the training event.

[https://www.youtube.com/watch?v=nKA\\_l8iI7nc](https://www.youtube.com/watch?v=nKA_l8iI7nc)

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Additional live-exercise training was conducted and tailored to identify appropriate strategies specific to the Justice Center environment. It is strongly encouraged that all employees review the active shooter training video found in the link above and consider appropriate strategies for your work environment(s). The video may also be found by searching “Active Shooter Prevention Training with OSHA Message” at youtube.com.

We hope to review and revise Green County policy and procedures, and to bring additional training events to the county in the near future.

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*Clinton Langreck —Director*

### **1095-C Employer -Provided Health Insurance Offer and Coverage:**

IRS forms 1095-C have been released from the Green County Accounting / Finance Department. These forms have been released to Departments for distribution. These are the forms that the IRS requires us to give employees to show that we provided them with the option of insurance coverage. If an employee was eligible, they get a form, even if they did not enroll. The exception being that we did not have to furnish forms if an employee worked under a certain amount of hours. Therefore, not everyone will get a form. These forms should be submitted with your tax return in compliance with Affordable Care Act.

For more information on 1095-C forms: <https://www.irs.gov/forms-pubs/about-form-1095-c>

<https://www.irs.gov/affordable-care-act/individuals-and-families/form-1095-c-what-you-need-to-do-with-this-form>

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*Donna Klosterman —Accountant*

### **ETF Mailing 1099-R Tax Statements**

The Department of Employee Trust Funds has mailed the 2017 1099-R tax statements to Wisconsin Retirement System members who had a benefit distribution from the WRS in 2017. The 1099-R tax statement includes the total taxable portion of the benefit in 2017 and amounts withheld, if any, for state and federal taxes. Annuitants who turned 59.5 in 2017: You will receive two 2017 1099-Rs in separate mailings. The first will reflect all payments received in 2017 while under age 59.5; the second, all payments issued in 2017 after reaching age 59.5.

If you have questions regarding your 1099-R form issued by ETF, please reference our at: [http://etf.wi.gov/faq/retiree\\_tax.htm](http://etf.wi.gov/faq/retiree_tax.htm)

If you do not receive your statement by February 12, please contact ETF toll-free at 1-877-533-5020 or send an e-mail (<http://etf.wi.gov/contact.htm>) to request a reprint. Please note that February 12 is the earliest date ETF can process your reprint request. We thank you for your

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patience during the busy tax season. When contacting ETF, be sure to verify your current mailing address.

Department of Employee Trust Funds: [http://etf.wi.gov/news/Whats\\_New.htm](http://etf.wi.gov/news/Whats_New.htm)

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*Shianne Broughton —HR Assistant*

### **Employee Benefits Matrix:**

Green County offers multiple employee benefit programs to employees. In efforts to better identify these benefits, their eligibility requirements, entitlements, enrollment windows and resources of additional information, the Department of Human Resources has developed a “Green County Benefits Matrix — 2018” to help explain the aspects of these offered benefits. The matrix can be found on the Green County Department of Human Resources website as “Green County Benefits Matrix” under the “Orientation and Enrollment” section. Or search the following address in your web browser:

<http://www.co.green.wi.gov/docview.asp?docid=23700&locid=148>

Explanations of benefit time eligibility, entitlement and accrual are also defined on the matrix.

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*Clinton Langreck —Director*

### **Participating in Deferred Compensation:**

Green County offers three options for you to put money away that you can draw from in your retirement. WRS, Wisconsin Deferred Comp (Empower) and Security Benefit.

Green County does not employ an investment specialist and encourages you to speak directly to any of the companies that we offer to get more direct info.

1. Wisconsin Retirement System (WRS) is the mandatory contribution that I take 6.7% out of your paycheck, and the County matches it.
  - a. We put your money into the “Core Trust Fund”. This is more conservative and stable. You can put more money into this core fund just by telling me what dollar amount you want to contribute each pay period.
  - b. If you want to put money into the “Variable Trust Fund”, you would need to contact WRS to choose your investments. Contact info: <http://www.etf.wi.gov/> 1-877-533-5020.

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2. Wisconsin Deferred Comp (or Empower) – this is administered by our Wisconsin Employee Trust Funds (that we have all our retirement and health insurance through). We currently have about 30 employees on this plan.

- a. If you want to participate with them, you need to sign up directly with them.

Mike Barry | Retirement Plan Advisor

Wisconsin Deferred Compensation (WDC) Program

5325 Wall Street, Suite 2755, Madison, WI 53718

Office: 608.241.6604 | Direct: 844.446.8658 x20487 | Fax: 608.241.6045 |

Email: [mike.barry@empower-retirement.com](mailto:mike.barry@empower-retirement.com) [www.wdc457.org](http://www.wdc457.org)

3. Security Benefit – this is administered by a third party (meaning not the state benefit system and not Green County). We have about 17 employees on this plan.

- a. If you would like to see their rates of return you can go to their website at <https://www.securityretirement-dst.com>.

- b. If you want to participate with them, you need to sign up directly with them to choose your investments.

Contact James Rommelmeyer

*Retirement Plan Account Manager*

Security Benefit Retirement Plan Services

p 800.747.3942 x38350 | f 816.701.7626

PO Box 55976 | Boston, MA 02266-5976

e [jrommelmeyer@dstsystems.com](mailto:jrommelmeyer@dstsystems.com)

Employees electing to participate in a deferred compensation plan are strongly encouraged to notify Donna in the Accounting / Finance Department as soon as possible. Failure to notify could result in missing the initial withholding and leading to a double withholding in the following pay period.

ETF Investment Performance: <http://etf.wi.gov/members/performance.htm>

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*Donna Klosterman —Accountant*

### **Minor Changes to the Green County Handbook:**

In the December 27, 2017 Personnel Labor Relations Meeting, the Committee took the following action, “The committee discussed amendments to the employee handbook, see Exhibit 3. Motion by Stettler, seconded by Thoman to approve the amendments. Motion carried.” This action approved the following minor changes to the Green County Employee Handbook:

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Section	Applicable Language	Issue or Concern Noted	Resolution Proposed
Section I; page 3; paragraph 4	<p><b><i>Interpretation of Handbook and Department Rules</i></b></p> <p>The responsibility for interpretation and enforcement of this Handbook shall be made by the Department Heads with advice from Corporation Counsel when needed. The Administrative Coordinator shall act as Personnel Director and as a liaison between the Department Heads and the Personnel and Labor Relations Committee.</p>	<p>The Director of Human Resources will assist in the maintenance, interpretation and enforcement of Handbook policy.</p>	<p><b><i>Interpretation of Handbook and Department Rules</i></b></p> <p>The responsibility for interpretation and enforcement of this Handbook shall be made by the Department Heads with advice from <u>the Department of Human Resources and Corporation Counsel</u> when needed. The Administrative Coordinator <u>or the Director of Human Resources</u> shall act as <del>Personnel Director</del> and as a liaison between the Department Heads and the Personnel and Labor Relations Committee <u>in regards to this handbook.</u></p>
Section IV; page 12; "Vacation"	<p>1. A full-time employee begins to earn vacation upon completion of six months of continuous employment; thereafter, vacation is earned on an employee's anniversary date as follows:</p> <p>6 months = 5 days                  2 years = 10 days                  3 years = 1 additional day of vacation is earned each year up to a cap of 25 days</p>	<p>Effort to better clarify the accrual scheme of vacation.</p>	<p>2. A full-time employee begins to earn vacation upon completion of six months of continuous employment; thereafter, vacation is earned on an employee's anniversary date as follows:</p> <p>6 months = 5 days                  2 years = 10 days                  3 years = <u>11 days</u> (1 additional day of vacation is earned <u>on each year anniversary</u> thereafter up to a cap of 25 days <u>annual accrual</u>)</p>
Section VI; Page 25; Paragraph 4	<p>The appeal must be in writing and sent via registered or certified</p>	<p>The Department of Human Resources under guidance from Corporation Counsel</p>	<p>The appeal must be in writing and sent via registered or certified mail to the <u>County Clerk</u></p>

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	mail to the County Clerk.	will now manage grievances.	<u>Department of Human Resources.</u>
Section VI; Page 28; Paragraph 4 and 4a	<p>4: ...An impartial hearing officer will be selected by the County...</p> <p>4a: ...Following the receipt of the appeal requesting a hearing before an impartial hearing officer, the County shall provide the name of the person who shall serve as an impartial hearing officer.</p>	<p>By allowing the grievant participate in the selection of the impartial hearing officer it helps ensure the county is not participating in a process that could be deemed “unconscionable.”</p>	<p><u>4: ... The process of selecting an impartial hearing officer will be selected by the County facilitated by the Department of Human Resources.</u></p> <p><u>4a: Following receipt of the appeal requesting a hearing before an impartial hearing officer the County-Department of Human Resources shall provide the name of the person who shall serve as an impartial hearing officer. the Grievant with a list of three names. If the parties cannot mutually agree on an impartial hearing officer from the list, the parties shall each strike one name from the list with the Grievant striking the first name. The remaining name shall be selected and assigned as the impartial hearing officer.</u></p>
Section VIII; Page 29	Void of Language	The additional language will help maintain compliance with the Drug-Free Workplace Act as federal grantees.	<p><u>In maintaining compliance with the Drug-Free Workplace Act, any employee convicted of any criminal drug violation occurring in this workplace, or in capacity of performing county work, must inform the County of such conviction (including pleas of guilty and nolo contendere) within <b>five days of the conviction occurring.</b> Failure to inform the County</u></p>

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			subjects the employee to disciplinary action up to and including <b>termination for the first offense.</b>
Section IX; Pages 30—31	<p>1. Replace “Corporation Counsel” with “Department of Human Resources” in the entire Section</p> <p>2. Amendment to paragraph 6.</p>	Pass duties and responsibilities of handling harassment complaints to Human Resources	<p>1. ...<del>Corporation Counsel</del> <u>Department of Human Resources</u>...</p> <p>2. ... If the investigation results find that harassment has occurred; the <u>Department of Human Resources will confer with Corporation Counsel and will recommend to the Department Head and Administrative Coordinator necessary remedial action including disciplinary measures where appropriate.</u></p>

The revised Green County Handbook, reflecting these amendments will appear in the official, digitally stored copy found on the Green County website:

[http://www.co.green.wi.gov/Docs\\_by\\_cat\\_type.asp?doccatid=70&locid=148](http://www.co.green.wi.gov/Docs_by_cat_type.asp?doccatid=70&locid=148)

*Clinton Langreck —Director*

**2018 Well Wisconsin Health Incentive Program**

Information is beginning to be released by the Employee Trust Fund regarding the 2018 Well Wisconsin Health Incentive Program. The internet site (<http://wellwisconsin.wi.gov/Home>) and access portal are currently unavailable and undergoing updates. The “Staywell” mobile app can be downloaded from the App Store by searching, “StayWell Mobile” and downloaded from Google Play by searching “StaryWell”; company code: “wisc”.

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January 2018

The staff at ETF and StayWell welcome you to this year's Well Wisconsin Program.

We are excited to build off the 2017 program success which ended with participation in the \$150 incentive increasing over the prior year by more than 50 percent.

We look forward to the wide range of resources and excellent customer service that will be available to you as StayWell continues to administer the program. By actively engaging in your current state of health, you not only lower your risk of preventable health conditions, you help us control the associated health care costs.

This year you will be asked to complete a well-being activity as part of the incentive program requirements. We recognize that knowing your numbers, like blood pressure and weight, and reviewing your habits in the health assessment are only the first step to a lifetime of good health. The addition of the well-being activity will give you credit for the steps you are taking to maintain or even improve your current health and well-being. That might be increasing your daily activity, learning skills to manage your stress or working with a health coach to reach a specific goal. The choice is yours.

This booklet provides detailed information on the 2018 Well Wisconsin Program, the steps for earning your incentive and includes all the options available to you for completing the new well-being activity requirement.

I encourage you to take advantage of the extensive StayWell resources available to support you in accomplishing your health and well-being goals.

In good health,  
Bob Conlin  
Secretary, Department of Employee Trust Funds

[wellwisconsin.staywell.com](http://wellwisconsin.staywell.com)

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## Take action for you and the things you don't want to miss.

The Well Wisconsin Program offers you access to tools and resources to help you achieve a healthier lifestyle. Employees, retirees and their spouses enrolled in the State of Wisconsin Group Health Insurance Program who complete three steps by **October 19, 2018** will earn a \$150\* Well Wisconsin incentive.

### YOUR THREE STEPS:

**STEP 1:** Submit your 2018 health screening results

**STEP 2:** Take the 10-minute StayWell health assessment

**NEW STEP 3:** Complete a well-being activity through StayWell

### 2018 DEADLINE

To earn the 2018 Well Wisconsin incentive, all three steps must be completed and submitted to StayWell by **October 19, 2018**.

### CLAIM YOUR INCENTIVE

After earning your gift card, you will have until October 31, 2018 to log in to your StayWell portal account to choose a virtual gift card sent to you via email or a gift card mailed to your home address.

*\*All wellness incentives paid to participants of the State of Wisconsin Group Health Insurance Programs by StayWell are considered taxable income to the group health plan subscriber and are reported to your employer for tax purposes. Health information, including responses to the health assessment, are protected by federal law and will never be shared with ETF, the Group Health Insurance Program or your employer.*

[wellwisconsin.staywell.com](http://wellwisconsin.staywell.com)

## Know your numbers.

### **STEP 1: GET A HEALTH SCREENING**

A health screening gives you a picture of your overall health. When you know your numbers, you have baseline measurements to use as your guide to help you focus on the aspects of your health that may need attention.

Your health screening may include measurements for:

- Blood Pressure
- Body Mass Index (BMI)
- Cholesterol: HDL, LDL and Total
- Triglycerides
- Glucose

You have two options for completing your health screening:

**1. ON-SITE:** Discover your numbers at a free Well Wisconsin on-site event. You'll be in and out in about 20 minutes. Fasting is not required, but is highly recommended for more accurate results. Log in to [wellwisconsin.staywell.com](http://wellwisconsin.staywell.com) and click the *Programs* tab to register for an employer-hosted event.

**2. YOUR HEALTH CARE PROVIDER:** If you already see your health care provider, ask them to complete and submit the Health Care Provider Form. Download the form from [wellwisconsin.staywell.com](http://wellwisconsin.staywell.com).

Before getting blood work done for cholesterol and/or glucose screenings, ask your provider if these will be considered no cost preventive screenings. These values are not required if you are not eligible to receive them as no cost preventive screenings.

Be aware that copayments, deductibles and/or coinsurance may be charged to you if the screenings are not done for preventive reasons or if other health issues are discussed with your provider during your visit.

## Understand your current health status.

### **STEP 2: TAKE THE HEALTH ASSESSMENT**

Complete your 10-minute health assessment to discover how your everyday habits affect your health and well-being. Use what you learn to adjust your habits, make healthier choices and feel your best. Taking 10 minutes now can mean a healthier life with more quality time to spend doing the things you love.



## NEW for 2018: Take action.

### STEP 3: COMPLETE A WELL-BEING ACTIVITY

Get credit for the activities you are doing to support your health and well-being. Complete ONE of the well-being activities below as the final step to earning your \$150 incentive.

#### CHOOSE THE BEST FIT FOR YOU

<b>MILLION STEPS CHALLENGE</b>	Achieve one million steps
<b>21-DAY MEDITATION EXPERIENCE</b>	Complete all 21 days
<b>SELF-DIRECTED COACHING</b>	Complete two modules
<b>DAILY DASH</b>	Complete 20 dashes
<b>HEALTH COACHING</b>	Complete three calls with a health coach
<b>DISEASE MANAGEMENT COACHING</b>	Complete three calls with a health professional
<b>HEALTH BENEFITS AND PREVENTIVE CARE QUIZ</b>	Complete a short quiz

For more information on your well-being activity options, visit [wellwisconsin.staywell.com](http://wellwisconsin.staywell.com).

#### HEALTH OUTREACH FROM STAYWELL

You may receive outreach calls from StayWell offering to enroll you in the voluntary health coaching or disease management programs. These free, confidential programs are here to assist you by providing one-on-one support from a StayWell health coach. Contact the StayWell HelpLine if you would like to opt-out of health outreach.

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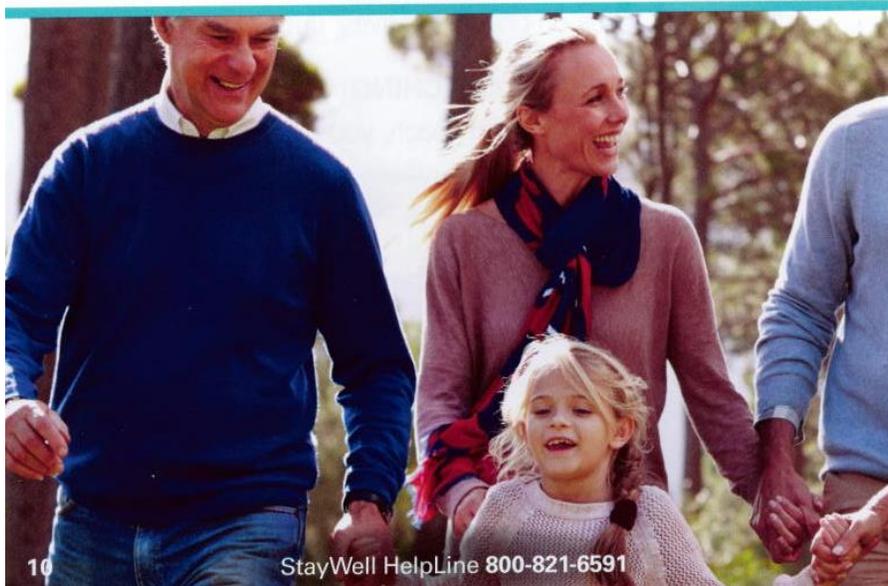
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**NOTICE REGARDING WELLNESS PROGRAM**

Well Wisconsin is a voluntary wellness program offered by the State of Wisconsin Group Health Insurance Program and is available to the primary subscriber and their enrolled spouse. You are not required to participate in this wellness program. The program is administered by the Department of Employee Trust Funds (ETF) through a contract with StayWell in accordance with 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 required to complete three steps with StayWell. Those are: 1) Submit your health screening results to StayWell. 2) The StayWell health assessment, which asks a series of questions about your health-related activities, behaviors and whether you have or have had certain medical conditions (e.g., diabetes, heart disease). 3) Starting in 2018, an easy-to-complete well-being activity will also be required. Employees and their eligible spouse who choose to participate in the wellness program will receive an incentive of \$150 from StayWell once the three program requirements are met.

The information from your health assessment and the results from your health 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 StayWell, such as telephonic or digital health coaching. You are encouraged to share your results or concerns with your own doctor.



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**PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION**

ETF and its contractors are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and ETF may use the aggregate information it collects to evaluate the current program and assist employers with addressing health risks in their workforce, the personal information you provide will never be disclosed publicly, to ETF, the Group Health Insurance Program or your employer.

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 health plan administration, 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. Any party who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements and will be required to encrypt any stored health information. 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, you will be notified immediately.

No information you provide as part of the wellness program or your choice to participate in the wellness program may be used in making any employment decision.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact the Affirmative Action Officer or human resource office at your place of employment.

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*Shianne Broughton —HR Assistant*

[Nothing Follows]

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