

North Dakota Public Employees Retirement System

WELLNESS PROGRAM

Revised September 2022

Contents

EMPLOYER BASED WELLNESS PROGRAM.....2

EMPLOYER BASED WELLNESS PROGRAM APPLICATION TIMELINE3

DEFINITION OF A NDPERS COMPREHENSIVE WELLNESS PROGRAM4

NDPERS WELLNESS BENEFIT FUNDING PROGRAM.....5



EMPLOYER BASED WELLNESS PROGRAM

The employer-based wellness program allows participating employers to receive a 1% health insurance premium discount for promoting wellness initiatives for their employees at their worksite. The program is given its authority in NDCC 54-52.1-14. Our goals for the program are to:

- have 100% of our employers supporting a wellness message at their worksite
- have our members get a greater understanding of wellness
- create a better quality of life for our membership

Employers that participate in the NDPERS Group Health Insurance Plan have the opportunity to enroll in the employer-based wellness program on an annual basis. The wellness plan year is from July 1 to June 30. Employers electing to enroll in the program must:

- Submit the Employer Based Wellness Program-Commitment Agreement - SFN 58643
- Appoint a Wellness Coordinator
- Wellness Coordinator attend summer workshop provided by the insurance carrier's Wellness Specialist
- Distribute communication materials to employer's employees on a monthly basis
- Develop & submit Wellness Program annually through the Employer Based Wellness Discount Application – SFN 58436 & Wellness Benefit Funding Program Application - SFN 58361
- Implement Wellness Program during plan year
- Report results of wellness activities at plan year-end the using Wellness Program Year-End Program/Activity Confirmation - SFN 58437

For an employer's wellness program to be approved for the 1% premium discount, a point system has been developed. An employer must obtain 5 points to qualify. The 5 points are obtained based on the types of activities being promoted as follows:

1 point (mandatory) – submission of Employer Based Wellness Program-Commitment Agreement - SFN 58643, appointment of wellness coordinator and attendance at annual workshop

Remaining Points are through Program Activities:

- One Day Program = 1 point
- Multi-Day Program = 2 points
- Comprehensive Wellness Plan = 4 points

EMPLOYER BASED WELLNESS PROGRAM APPLICATION TIMELINE

- February 28 - Submit your Employer Based Wellness Discount Application – SFN 58436 and Wellness Benefit Funding Program Application - SFN 58361 to NDPERS for upcoming plan year
- March - NDPERS will review and evaluate the Wellness Program Discount Applications submitted
- April - NDPERS will notify those employers that are approved for the discount and will provide all Wellness Programs that have not been approved a second opportunity to submit a revised copy
- May - NDPERS will review and evaluate the revised Wellness Program Discount Applications submitted
- May 31 – submit previous year’s Wellness Program Year-End Program/Activity Confirmation - SFN 58437 to NDPERS to confirm completed activities for plan year ending June 30
- June – NDPERS will notify employers requesting funding assistance of approval or denial
- July – New plan year begins and runs through following year June 30. Rates will be updated to indicate participation or non-participation in wellness effective July 1
- Summer – attend or view online the annual coordinator workshop presented by insurance carrier



DEFINITION OF A NDPERS COMPREHENSIVE WELLNESS PROGRAM

A comprehensive wellness program requires that wellness be a part of the organization's culture. A wellness committee should be formed and be representative of a mix of management and employees. This committee should develop a mission and goals for the organization related to wellness that is incorporated into the organization's overall formal goals and objectives. Through these goals and objectives, specific initiatives to accomplish these goals should be determined. These initiatives should include:

- Wellness-related activities conducted at least monthly throughout the wellness plan year.
- Awareness meetings, displays in common staff area, or some other form of "kick-off" notification to inform employees and get their involvement.
- Educational material distributions in various formats (i.e. posters, emails, flyers, newsletter articles, etc.) throughout the promotion.
- Follow-up at the end of the promotion (i.e. survey, meeting, etc.).

In addition, dependent upon the type of initiative being promoted, staff should be asked to track their progress over a pre-determined period of time (i.e. 4-week walking challenges, 4-week fruit & vegetable challenge) if applicable.

NDPERS WELLNESS BENEFIT FUNDING PROGRAM

The NDPERS Wellness Benefit Funding Program is available to employer groups that participate in the NDPERS group health plan and have been approved for the Employer Based Wellness Discount Program. The Wellness Funding Program, in conjunction with the Wellness Discount Program, encourages employers to commit to promoting wellness planning and programming at their work sites. The funding program provides funding assistance to employers that develop and sponsor on-site wellness programs for their employees. Benefits are available to eligible employers once each fiscal year of the biennium.

Visit <https://www.ndpers.nd.gov/employers/employer-resources/employer-based-wellness/wellness-benefit-funding-program> for information on applying for funding assistance, covered programs and equipment, noncovered services and reimbursement details.