



*City of Milwaukee  
Wellness and Prevention  
Labor Management  
Committee Members*

Dale Bormann, MPA  
Mark Buetow, MPA  
Nancy Burns, SEIU  
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Jerry Janacek, TEAM  
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Tom Udee, AFSCME #32  
Ken Wischer, AFSCME #32  
Dennis Yaccarino, DOA  
Feliks Zajackowski, Local 494

*Representatives*

Peter Washington  
Thomas Klusman, MPSO  
Kurt Jante, IBEW

*Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this program, you may qualify for an opportunity to earn the same reward by different means. Contact the Department of Employee Relations at 414-286-2938 and we will work to find a program with the same reward that is right for you in light of your health status.*

Dear City of Milwaukee Employees and Spouses:

Members of the City of Milwaukee Wellness and Prevention Labor Management Committee would like to take a moment to thank you for participating in the ongoing Wellness Your Choice Milwaukee Phase I (3-step health appraisal process), Phase II (Healthy Rewards) and related wellness activities and programs offered by the City. Your participation and engagement in these programs have contributed to the City's ability to maintain flat health care premiums for five years when national trends reflect increases of over 20 percent during the same time period.

This year, in an effort to better align health and wellness initiatives, we are providing you with a comprehensive wellness kit that highlights the many programs and services available to you and your spouse. **Employees and spouses do not need to be enrolled in the City's health insurance plan to participate** in wellness programs or services; however, participation in these programs could save you up to \$610 single/\$1,220 family.

### Phase I: 3-Step Health Appraisal Process

Complete the following steps:

1. Lab work
2. Comprehensive wellness questionnaire
3. Meet with a health coach for a 30-minute education session

In addition, if you test nicotine/cotinine positive, you will be asked to attend a 90-minute tobacco cessation class. When you complete these steps, you will not be charged a monthly health appraisal fee if you take the City's health plan.

### Phase II: Healthy Rewards

- Completion of Phase I makes you automatically eligible for Healthy Rewards, the City's outcomes-based program where you complete 100 points total to earn \$250 in a health reimbursement account (\$500 if spouse completes program).
- The annual program begins July 1 of each year and runs through June 30. Please see the enclosed program description for more information.

Your participation in the 3-step health appraisal process is not mandatory but will increase your personal health awareness and impact your health appraisal fee if you take the City's health insurance. Workforce Health follows the same laws and regulations as your physician and will not share your personal health information with the City or its agencies. Workforce Health provides the City with aggregate data and general population health reports for future planning purposes.

### Additional Free Services

Don't miss out on additional health and wellness services offered to City employees and spouses/partners regardless of enrollment in the City's health insurance coverage. Services offered at the Workplace Clinic, Wellness Center and Early Intervention Physical Therapy Clinic, all located in the Zeidler Municipal Building, are available at **no cost** to City of Milwaukee employees/spouses. We encourage appointments for all services.

**Contact Workforce Health at 414-777-3410 with any questions after you review the enclosed materials.**

Your partners in health,

Members of the Wellness and Prevention Labor Management Committee

### Additional Free Services

- **Workplace Clinic**
  - Monday, Tuesday, Thursday and Friday, 7 a.m.-3 p.m.
  - Wednesday, 9 a.m.-5 p.m.
- **Early Intervention Physical Therapy Clinic**
  - Monday and Thursday, 11:30 a.m.-3:30 p.m.
- **Wellness Center**
  - Monday, 8 a.m.-10:30 a.m.
  - Tuesday, 9:30 a.m.-1:30 p.m. (Dietitians on-site)
  - Wednesday, 8 a.m.-3:30 p.m.
  - Friday, 8 a.m.-noon

Appointments encouraged for all services. Call **414-777-3413** to schedule today! To learn more visit [www.milwaukee.gov/der/WYCM](http://www.milwaukee.gov/der/WYCM)



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# Don't Leave Money on the Table!

Choosing to participate in the 3-step health appraisal process will save you money and allow you the opportunity to earn a \$250 HRA (Health Reimbursement Account) through Healthy Rewards.

City of Milwaukee health insurance participants who do not complete the 3-step health appraisal process will pay a health appraisal fee.

The 3-step health appraisal includes:

1. Lab Work
2. Online Health Questionnaire
3. Health Appraisal Session
  - Tobacco Education (if applicable)

In addition, those employees and spouses/partners who choose not to participate in the 3-step process are also ineligible to participate in Healthy Rewards and earn a \$250 per person HRA.

## The Cost of Not Participating

### Example A: Single Employee enrolled in the City's health insurance

- Pays \$30 monthly fee or \$360 annually
- Not eligible to participate in Healthy Rewards and receive \$250 HRA
- **Total amount lost = \$610**

### Example B: Employee and Spouse enrolled in the City's health insurance

- Pays \$60 monthly fee or \$720 annually
- Not eligible to participate in Healthy Rewards and receive \$500 HRA
- **Total amount lost = \$1,220**

Join your fellow employees in avoiding health appraisal fees and becoming eligible to participate in Healthy Rewards by choosing to fully participate in the 3-step process today!



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# Phase I

In order to be eligible for Healthy Rewards and avoid a health appraisal fee, you must complete the following 3-step process:



## Step 1 Schedule and complete lab work

- Schedule online at: [www.pickatime.com/com/schedule](http://www.pickatime.com/com/schedule)
- PeopleSoft/Employee ID required for scheduling  
Spouse's ID is employee ID with "SP" at the end
- If you do not have a valid e-mail address, supply an invalid address in this format: [firstname.lastname@noemail.com](mailto:firstname.lastname@noemail.com)
- Each employee and spouse must have a separate appointment
- In the 12 hours prior to lab work:
  - Drink plenty of water
  - Do not eat or drink any calorie-containing food or drink
  - Take medications as needed
- If you do not fast, your lab work cannot be completed

## Important dates to remember in 2016

**August 1:** Lab draws begin

**August 31:** Complete your labs before the end of August and you will be entered into a drawing to win one of two \$200 Target gift cards.

**September 30:** Complete all three steps by this day to be entered to win one of two \$200 Target gift cards!

**October 31:**

- Lab work must be completed
- Health appraisal and 90-minute tobacco education session must be scheduled

*No exceptions will be made on deadlines. Plan accordingly.*

## Step 2 Complete online health questionnaire (Questionnaire must be completed 3 days prior to health appraisal appointment)

Follow these directions if previously participated in program:

- Login to [www.workforcehealth.org/cityofmilwaukee](http://www.workforcehealth.org/cityofmilwaukee)
- Username and password were created in previous year

**OR** Follow these directions if new to the program or a new employee:

- Login to [www.workforcehealth.org/cityofmilwaukee](http://www.workforcehealth.org/cityofmilwaukee)
- To register your account you must use the following information listed on your lab letter: Exact spelling of your first and last name, account ID located at top of page, zip code and date of birth
- Each participant must have their own valid e-mail address (must verify your account through e-mail link).
- Once you confirm your account through e-mail, you will create a username and password.

Passwords can be reset via website or by calling the number referenced below. If you do not remember your user name or you have trouble registering for the first time, you must call 855-212-5327.

## Step 3 Schedule health appraisal session

- Schedule online at: [www.pickatime.com/com/schedule](http://www.pickatime.com/com/schedule)
- Username and password is the same created for lab work scheduling
- **Each participant must have their own, individual, 30-minute appointment**
- **If you are more than 10 minutes late to your health appraisal session, you will need to reschedule.**

**If needed, schedule a tobacco education session.**

- Health plan participants testing positive for tobacco (verified by positive lab results) are eligible for the non-tobacco use rate, provided they successfully complete a Workforce Health facilitated 90-minute tobacco education class
- Schedule online at: [www.pickatime.com/com/schedule](http://www.pickatime.com/com/schedule)

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## City of Milwaukee 2017 Monthly Health Appraisal (HA) Fees for Not Completing 3-Step Process

### Single (Monthly)

\$30.00	Did not complete entire HA process
\$10.00	Completed HA, positive for tobacco use (did not complete tobacco education)
No Fee	Completed HA, no tobacco use OR positive for tobacco use (completed tobacco education)

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### Family: 1 Employee (Monthly)

\$40.00	Did not complete entire HA process
\$20.00	Completed HA, positive for tobacco use (did not complete tobacco education)
No Fee	Completed HA, no tobacco use OR positive for tobacco use (completed tobacco education)

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### Family: Employee + Spouse (Monthly)

\$60.00	Did not complete entire HA process
\$40.00	One person completed HA, one did not
\$20.00	Two persons completed HA, two positive for tobacco use (did not complete tobacco education)
\$20.00	Two persons completed HA, one positive for tobacco use (did not complete tobacco education)
No Fee	Two persons completed HA, no tobacco use OR both positive for tobacco use (completed tobacco education)

Dependents participating in the health care plan are not eligible for health appraisals. Health appraisals are for employees and spouses or domestic partners only.

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# Phase I



## Step 1 Schedule and complete lab work.

### Lab locations:

#### Bay View Library

2566 S. Kinnickinnic Ave.  
Milwaukee, WI 53207

#### DPW Headquarters (DPW HQ)

3850 N. 35th St.  
Milwaukee, WI 53216

#### Firehouse - Station 29

3529 S. 84th St.  
Milwaukee, WI 53228

#### Fire & Police (F&P) Training Academy

6680 N. Teutonia Ave.  
Milwaukee, WI 53209

#### MPA Offices

6310 W. Bluemound Rd.  
Milwaukee, WI 53213

#### Northwest Health Center (NWHC)

7630 W. Mill Rd.  
Milwaukee, WI 53218

#### Port of Milwaukee

2323 S. Lincoln Memorial Dr.  
Milwaukee, WI 53207

#### Southside Health Center (SSHC)

1639 S. 23rd St.  
Milwaukee, WI 53204

#### Tippecanoe Library

3912 S. Howell Ave.  
Milwaukee, WI 53207

#### Washington Park Library

2121 N. Sherman Blvd.  
Milwaukee, WI 53208

#### Zeidler Municipal Building (ZMB)

841 N. Broadway Ave.  
Milwaukee, WI 53202

### Important information:

- Appointments must be scheduled online. Lab walk-ins are welcome, but scheduled appointments will take priority.
- Online health questionnaire must be completed **three days prior** to your health appraisal session or your session will have to be rescheduled.
- Coaching appointments at additional locations can be viewed on [www.pickatime.com/com/schedule](http://www.pickatime.com/com/schedule)
  - Each participant is required to have one half-hour session.
  - Spouses must schedule a separate half-hour session. Appointments can be scheduled back-to-back.

August 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Tippecanoe (4 stations) 6:30-10:30 a.m.	<b>2</b> Tippecanoe (4 stations) 6:30-10:30 a.m.	<b>3</b> Tippecanoe (4 stations) 6:30-10:30 a.m.	<b>4</b>	<b>5</b> Tippecanoe (4 stations) 6:30-10:30 a.m.	<b>6</b>
<b>7</b>	<b>8</b> SSHC (3 stations) 6:30-10:30 a.m. DPW HQ (3 stations) 6-10 a.m.	<b>9</b> SSHC (3 stations) 6:30-10:30 a.m. DPW HQ (3 stations) 6-10 a.m.	<b>10</b> SSHC (3 stations) 6:30-10:30 a.m. DPW HQ (3 stations) 6-10 a.m.	<b>11</b> SSHC (3 stations) 6:30-10:30 a.m. DPW HQ (3 stations) 6-10 a.m.	<b>12</b> SSHC (3 stations) 6:30-10:30 a.m. DPW HQ (3 stations) 6-10 a.m.	<b>13</b>
<b>14</b>	<b>15</b> Bayview (4 stations) 6:30-10:30 a.m.	<b>16</b> Bayview (4 stations) 6:30-10:30 a.m.	<b>17</b> Bayview (4 stations) 6:30-10:30 a.m.	<b>18</b>	<b>19</b> Bayview (4 stations) 6:30-10:30 a.m.	<b>20</b> Bayview (4 stations) 9 a.m.-noon
<b>21</b>	<b>22</b> Port of Milwaukee (4 stations) 6:30-10:30 a.m.	<b>23</b> Port of Milwaukee (4 stations) 6:30-10:30 a.m.	<b>24</b> Port of Milwaukee (4 stations) 6:30-10:30 a.m.	<b>25</b> Port of Milwaukee (4 stations) 6:30-10:30 a.m.	<b>26</b> Port of Milwaukee (4 stations) 6:30-10:30 a.m.	<b>27</b>
<b>28</b>	<b>29</b> Fire and Police (3 stations) 6-10 a.m. ZMB (3 stations) 6-10 a.m.	<b>30</b> Fire and Police (3 stations) 6-10 a.m. ZMB (3 stations) 6-10 a.m.	<b>31</b> Fire and Police (3 stations) 6-10 a.m. ZMB (3 stations) 6-10 a.m.			

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# Phase I



Step 1

Schedule and complete lab work.

September 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Fire and Police (3 stations) 6-10 a.m. ZMB (3 stations) 6-10 a.m.	2 Fire and Police (3 stations) 6-10 a.m. ZMB (3 stations) 6-10 a.m.	3
4	5 Labor Day	6 Fire and Police (3 stations) 6:30-10:30 a.m.	7 Fire and Police (3 stations) 6:30-10:30 a.m.	8 Fire and Police (3 stations) 6:30-10:30 a.m.	9 Fire and Police (3 stations) 6:30-10:30 a.m.	10
11	12 Washington Park (3 stations) 6:30-10:30 a.m. SSHC (3 stations) 6:30-10:30 a.m.	13 Washington Park (3 stations) 6:30-10:30 a.m. SSHC (3 stations) 6:30-10:30 a.m.	14 Washington Park (3 stations) 6:30-10:30 a.m. SSHC (3 stations) 6:30-10:30 a.m.	15 Washington Park (3 stations) 6:30-10:30 a.m. SSHC (3 stations) 6:30-10:30 a.m.	16 Washington Park (3 stations) 6:30-10:30 a.m. SSHC (3 stations) 6:30-10:30 a.m.	17
18	19 ZMB (3 stations) 6:30-10:30 a.m. ZMB (3 stations) 1-5 p.m.	20 ZMB (3 stations) 6:30-10:30 a.m. ZMB (3 stations) 1-5 p.m.	21 ZMB (3 stations) 6:30-10:30 a.m. ZMB (3 stations) 1-5 p.m.	22 ZMB (3 stations) 6:30-10:30 a.m. ZMB (3 stations) 1-5 p.m.	23 ZMB (3 stations) 6:30-10:30 a.m. ZMB (3 stations) 1-5 p.m.	24 ZMB (3 stations) 6:30-10:30 a.m.
25	26 Port of Milwaukee (4 stations) 6:30-10:30 a.m.	27 Port of Milwaukee (4 stations) 6:30-10:30 a.m.	28 Port of Milwaukee (4 stations) 6:30-10:30 a.m.	29 Port of Milwaukee (4 stations) 6:30-10:30 a.m.	30 Port of Milwaukee (4 stations) 6:30-10:30 a.m.	

October 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 MPA (4 stations) 6:30-10:30 a.m.	4 MPA (4 stations) 6:30-10:30 a.m.	5 MPA (4 stations) 6:30-10:30 a.m.	6 MPA (4 stations) 6:30-10:30 a.m.	7 MPA (4 stations) 6:30-10:30 a.m.	8 MPA (4 stations) 6:30-10:30 a.m.
9	10 NWHC (3 stations) 6:30-10:30 a.m. Tippecanoe (3 stations) 6:30-10:30 a.m.	11 NWHC (3 stations) 6:30-10:30 a.m. Tippecanoe (3 stations) 6:30-10:30 a.m.	12 NWHC (3 stations) 6:30-10:30 a.m. Tippecanoe (3 stations) 6:30-10:30 a.m.	13 NWHC (3 stations) 6:30-10:30 a.m.	14 NWHC (3 stations) 6:30-10:30 a.m. Tippecanoe (3 stations) 6:30-10:30 a.m.	15
16	17 Washington Park (3 stations) 6-10 a.m. Bayview (3 stations) 6-10 a.m.	18 Washington Park (3 stations) 6-10 a.m. Bayview (3 stations) 6-10 a.m.	19 Washington Park (3 stations) 6-10 a.m. Bayview (3 stations) 6-10 a.m.	20 Washington Park (3 stations) 6-10 a.m.	21 Washington Park (3 stations) 6-10 a.m. Bayview (3 stations) 6-10 a.m.	22 Washington Park (3 stations) 6-10 a.m. Bayview (3 stations) 6-10 a.m.
23	24 Station #29 (3 stations) 6:30-10:30 a.m. MPA (3 stations) 6:30-10:30 a.m.	25 Station #29 (3 stations) 6:30-10:30 a.m. MPA (3 stations) 6:30-10:30 a.m.	26 Station #29 (3 stations) 6:30-10:30 a.m. MPA (3 stations) 6:30-10:30 a.m.	27 Station #29 (3 stations) 6:30-10:30 a.m. MPA (3 stations) 6:30-10:30 a.m.	28 Station #29 (3 stations) 6:30-10:30 a.m. MPA (3 stations) 6:30-10:30 a.m.	29 Station #29 (3 stations) 6:30-10:30 a.m. MPA (3 stations) 6:30-10:30 a.m.
30	31 Station #29 (3 stations) 6:30-10:30 a.m. MPA (3 stations) 6:30-10:30 a.m.					

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