

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 20 REFERENCING ARTICLE 28 OF THE HUMAN RESOURCES MANUAL
AMENDED 7-10-2012, 1-22-2013, 5-28-2019

A RULE PERTAINING TO THE **CITY EMPLOYEE NON-NICOTINE USAGE INCENTIVE PROGRAM**

Section 1. General

The City of Branson is committed to the health and wellness of all its employees. Therefore, the City has implemented a Non-Nicotine Usage Incentive Program.

Section 2. Purpose

A significant portion of the healthcare costs incurred by working adults are attributed to modifiable behaviors like tobacco and nicotine usage, poor diet, and lack of exercise. Programs that promote health and wellness, and non-nicotine usage, are a positive ways to have healthier employees and motivate employees to help reduce the City's financial risk through discounts on healthcare costs.

Section 3. Policy

The City Employee Non-Nicotine Usage Incentive Program is a completely voluntary program based around nicotine testing, and the results of such tests being communicated to the City's wellness program provider. This policy provides the qualifications for discounts on the employee-only cost of medical insurance. Those qualifications are as follows:

1. To qualify for the Non-Nicotine Usage Incentive Program discount on medical insurance, each employee must test negative for nicotine via an oral swab or blood test, and the results of these tests must be submitted to the wellness program provider by the prescribed deadline each year by Human Resources.
2. Conversely, if an employee tests non-negative (positive) for nicotine, he or she can complete the full regimen of nicotine cessation coaching (paid by the City when using the City's provider) and achieve the same discount. Truncated, shortened or incomplete coaching sessions will not meet the standard for the discount.
 - a. An employee may test non-negative for two consecutive years and complete the full regimen of nicotine cessation to get the desired medical insurance discount. However, when such employee tests non-negative for a third year in a row, he or she is not eligible for the medical insurance discount until testing negative at the next City Health Risk Assessment.

- b. Coaching must be completed by the City-prescribed provider and completed by the deadline. Then results must be submitted to the wellness program provider, by the deadline prescribed each year by Human Resources.
3. Failure by an employee to get tested for nicotine, to meet the deadline for nicotine testing, or to complete the full regimen of nicotine cessation coaching will result in such employee not being eligible for the medical insurance discount.
4. Testing non-negative (positive) for nicotine cannot be appealed nor can an employee be retested for nicotine without completing the full regimen of nicotine cessation coaching.

Section 4. Where to take Nicotine Tests.

1. Nicotine tests will be available at no cost to employees at the City's Health Risk Assessments (HRAs) sponsored by Human Resources each year. These results are gathered on-site by the City's wellness program provider.
2. If employees are unable to attend the HRAs, they can go to a City-approved location for testing at no cost. It is the employee's responsibility to set up and arrange for any such testing. Such testing must be completed, and results submitted to the wellness program provider, by the deadline prescribed each year.
3. Employees may also get tested by their Primary Care Physicians. However the costs for this test would be borne by the employee or through insurance, if applicable. When using this method for nicotine testing, it is solely the employee's responsibility to ensure such testing gets completed, and those results are submitted to the City's wellness program provider, by the deadline prescribed each year.

Section 5. Disciplinary Action

- A. The City will not discipline employees for participating or not participating in the Non-Nicotine Usage Incentive Program.
- B. However, any employee who knowingly provides false information/records in order to qualify for the Non-Nicotine Use Incentive Program discount will be subject to Human Resources Manual Rule 4, Section 2, Disciplinary Action, B. (5) a. dishonesty in any form or degree, or falsification of records or reports for official use.

Adopted December 13, 2011

The above Administrative Rule is hereby established and adopted in accordance with the Human Resources Manual of the City of Branson, Missouri.

Stanley E. Dobbins, City Administrator

Date