

To: Benefit Eligible Employees  
From: HR Department  
Subject: Instructions to Participate in Formal Wellness Program (For Incentive)

As was discussed during open enrollment presentations, benefit eligible employees of Great Falls Public Schools have an opportunity to participate in the formal wellness program and receive a \$55 per month incentive (based on 12 month deductions). Participation means you and your enrolled spouse (as applicable) would complete a **health risk assessment** and a **biometric screening**. Instructions on how you and your enrolled spouse complete the **health risk assessment** can be accessed via this link to the [Instructions - How to Complete Health Risk Assessment](#). *Spouses need to have their own username and password to complete.*

Additionally, you and your enrolled spouse may complete the **biometric screening** one of two ways.

1. You may sign up for and complete a free biometric screening provided on-site. Sign up on-line by following these instructions [How To Sign Up On-line For a Biometric Screening Appointment](#).

**Biometric screening schedule below (\*Fasting and non-fasting screenings available!)**

- District Office Building - January 24, 2018 from 6:30 AM to 9:30 AM
- Great Falls High School - January 25, 2018 from 6:30 AM to 9:30 AM
- Great Falls High School - January 26, 2018 from 6:30 AM to 9:30 AM
- East Middle School - January 30, 2018 from 6:30 AM to 9:30 AM
- North Middle School - January 31, 2018 from 6:30 AM to 9:30 AM
- Loy Elementary School - February 1, 2018 from 6:30 AM to 9:30 AM
- Paris Education Center - February 2, 2018 from 6:30 AM to 9:30 AM
- CMR High School - February 7, 2018 from 6:30 AM to 9:30 AM
- District Office Building - February 8, 2018 from 6:30 AM to 9:30 AM
- CMR High School - February 9, 2018 from 6:30 AM to 9:30 AM
- Paris Education Center - February 10, 2018 (Yes this is a Saturday!) from 7:30 AM to 12:30 PM

2. If you've had a wellness exam anytime between June 1, 2017 and January 31, 2018 you may have your primary care provider complete the [2018 Physician's Screening Form](#). The deadline for this form to be received by the vendor (Interactive Health) is February 28, 2018. Please do not send this form to HR. Have your provider complete and send in using the instructions on the bottom of the form.

Contact the Human Resources Department should you have any questions 268-6010.

Thanks everyone,

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