

# Program Enrollment



## **Enrollment Qualifications for Established and New Employee:**

- Full-Time, Part-Time or PRN employee status
- 18 years of age and older

## **Enrollment Policy for Established HMC Employees:**

- Onetime open enrollment in January for the calendar year (January 1 – December 31)
- If an HMC employee does not enroll during this open enrollment period, they will not get the benefit of a Free Wellness Center membership or qualify for any other employee wellness benefit for 2019.
- If an employee has a significant reason as to why they could not enroll during the established timeframe, they can submit a written letter to the employee wellness committee for review. The committee reserves the right to decide the final outcome.
- At the time of enrollment, it is required by each employee and spouse (if chosen) to sign up for a biometric screening at the Wellness Center and sign a new Fast Track contract to utilize the WC.
- At the time of enrollment, each employee must decide on a single or couple status. This status cannot be changed during the calendar year. There would have to be an extenuating circumstance for a status change. This request would need to be submitted in letter form to the employee wellness committee for review. The committee reserves the right to decide the final outcome.

## **Enrollment Policy for NEW HMC Employees:**

- One time enrollment on the 90th day of employment for the remainder of the calendar year of the program. Employee must contact the Fast Track facilitator to activate status.
- Fast Track points will be prorated from the 90th day enrollment.
- The new employee can submit a Fast Track application at NEO which would allow them to have a Wellness Center membership without accumulating any points during 90 days.
- If an HMC employee does not enroll on the 90th day, they will lose the benefit of a Free Wellness Center membership or qualify for any other employee wellness benefit for the following calendar year.
- If an employee has a significant reason as to why they could not enroll on the 90th day, they can submit a written letter to the employee wellness committee for review. The committee reserves the right to decide the outcome.
- At the time of enrollment, it is required by each employee and spouse (if chosen) to sign up for a biometric screening at the Wellness Center.
- At the time of enrollment, each employee must decide on a single or couple status. This status cannot be changed during the calendar year. There would have to be an extenuating circumstance for a status change. This request would need to be submitted in letter form to the Fast Track committee for review. The committee reserves the right to decide the outcome.