Virginia Wesleyan College is committed to sponsoring programs that improve the quality of life for our employees and their families. One way to uphold this commitment is to promote health and well-being and provide wellness opportunities for Virginia Wesleyan employees. We feel that it is our responsibility to promote a culture of health that will extend past your hours of employment and become part of your personal habits. In addition to improving health, Virginia Wesleyan hopes to initiate change that will help to impact medical cost escalation that affects everyone.

After in-depth research, we have determined that one of the ways we can support healthier lifestyles for our employees is to promote and support tobacco-use cessation.

In promotion of a healthier environment, Virginia Wesleyan offers a non-tobacco user premium discount to all employees who qualify. Also, in support of our commitment to ensure a safe and healthy work environment, Virginia Wesleyan provides on-campus tobacco cessation support. In addition, as always, those electing to attempt tobacco cessation with the help of over-the-counter medications can be reimbursed through their Flexible Spending Account (FSA) contributions, as appropriate.

To ensure that all employees understand how they can become eligible for the non-tobacco use discount, the policies and conditions of our Tobacco Cessation Program are detailed below:

**Incentive Policy**

Virginia Wesleyan College supports healthy habits in its employees. To promote the achievement of healthy lifestyles, we have developed the Tobacco Cessation Program, effective October 1, 2008. This wellness effort incorporates a benefit premium discount for non-tobacco users, and tobacco cessation options that will offer tools to help change unhealthy tobacco use.

Under the Tobacco Cessation Program, the terms tobacco, non-tobacco user, former tobacco user, and tobacco user have specific definitions. Tobacco is defined as any form of the tobacco plant, consumed for the effects of its addictive nicotine properties, that is not prescribed by a licensed medical professional. This term is applied to tobacco that can be chewed, smoked, and/or inhaled. A non-tobacco user is defined as an individual who does not currently use any form of tobacco. A former-tobacco user is defined as an individual who has ceased the use of tobacco products for a period of at least six months. A tobacco user is defined as an individual who currently uses any form of tobacco, regardless of the method and frequency of use.
Non-tobacco use discount
All employees who meet the criteria of a *non-tobacco user* are eligible for a monthly insurance premium discount. An employee is eligible for this discount if he/she is able to certify, through the Tobacco Use Affidavit, that he/she:

- Has not used tobacco products (cigarettes, cigars, chewing tobacco, snuff, etc.) during the last six months, or
- Is currently a tobacco user and is enrolled in a tobacco cessation program.

An employee is considered a *tobacco user* and therefore not eligible for the monthly insurance premium discount if he/she:

- Is currently using any form of tobacco product (cigarettes, cigars, chewing tobacco, snuff, etc.) in any amount (including social use) and opts not to participate in a tobacco cessation program, or
- Has used tobacco products within the last six months and opts not to participate in a tobacco cessation program.

All employees are required to certify their tobacco usage status annually during Open Enrollment, on the Tobacco Usage Affidavit form. In line with Virginia Wesleyan policy, employees are expected to be truthful when completing the Tobacco Usage Affidavit. It is important to note that if you falsify your smoking habits when completing the affidavit, begin smoking during the effective dates of the affidavit, or fail to submit acceptable proof of tobacco cessation program enrollment, it will be considered falsified information and you may be subject to disciplinary action.

Tobacco Cessation Support
In support of our employees who may be considering tobacco cessation, and those who recently stopped using tobacco products, Virginia Wesleyan College recommends two reputable programs. The Virginia Wesleyan College Health Services is your resource for these tobacco cessation tools. Health Services employees can provide information about the Great American Smokeout Challenge which is offered by the American Cancer Society, and the Freedom From Smoking online program, which is a modular program offered by the American Lung Association. Choosing to participate in, and completing, either one of these programs, or other tobacco cessation programs may make you eligible to receive the monthly insurance premium discount. You will be required to submit written documentation of your completion of a tobacco cessation program to Human Resources in order to qualify for the insurance premium discount.

While Virginia Wesleyan College is committed to helping you in your tobacco cessation efforts, we encourage you to include a medical provider in your decision to stop the use of tobacco products.

Who is Included in this Program?
At this time, the Tobacco Cessation Program includes employees only. However, we expect that employees will practice their tobacco-free habits while at home or away from the work place. Virginia Wesleyan College is interested in promoting healthy habits in
our employees and their families. Therefore, it may be a future decision to expand this initiative to include employees and their covered dependents.

Resources to Assist you in Tobacco-use Cessation

- Virginia Wesleyan College Health Services: 455-3108
- The American Cancer Society: 1-800-ACS-2345; www.cancer.org
- American Lung Association: www.lungusa.org
- Centers for Disease Control and Prevention: www.cdc.gov
- National Alliance for Tobacco Cessation: www.thenatc.org
- Quite Now Program: 1-800-QUITNOW; www.smokefree.gov

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