

# **City of Glenwood Springs 2016**

## **Employee Wellness Program Guide**



***Begin Your Wellness Journey Today***

## Overview for 2016

### Wellness Is:

*The quality or state of being healthy in mind, body and spirit; a deliberate effort of actively becoming aware and making choices towards a healthy and fulfilling life.*

The 2016 Wellness Program continues to help employees take stock in their personal health/wellness by providing well-organized activities that will ultimately increase overall personal wellness. We continue to define the culture of wellness within the City of Glenwood Springs and encourage all employees to take responsibility for their health and well-being.

Maintaining an optimal level of wellness is absolutely crucial to live a higher quality life. Wellness matters. Wellness matters because everything we do and every emotion we feel relates to our well-being. In turn, our well-being directly affects our actions and emotions. It is an ongoing cycle. In 2016, we will continue to enhance a healthy introduction to wellness and incentivize participation. Whether it is trying to improve your health or obtain a certain fitness level, we hope the program has something to offer everyone. Employees will gain insight as to what areas they need to improve on in order to achieve and maintain personal wellness. Achieving wellness can increase psycho-physiological well-being, social success, efficiency at work, and overall energy and happiness.

### Long-term Wellness Program Goals:

- *Outcomes Driven* – resulting in a positive physical and behavioral change in the Employee
- Reduction in health care costs
- Reduction in obesity
- Decreased absenteeism due to illness, depression, and stress
- Decline in work-related injuries
- Increased job satisfaction, morale, and productivity



## Program Description

Each predetermined activity/event approved by the Wellness Team will be allocated a time off value. The Wellness Program runs on the calendar year of Jan 1<sup>st</sup> - Dec 31<sup>st</sup>.

- All full-time and regular part-time employees will be eligible to earn up to 2 days (16.0 hours) paid time off within each calendar year. Employees can have a maximum of 16.0 hours in their wellness bank at any given time. Employees may not accumulate more than 16.0 hours in a calendar year. The Wellness Program has no cash value and is not paid out upon termination of employment. This is also a “use it or lose it” benefit. All hours must be used in the same calendar year in which they are earned; you cannot roll over hours into the next calendar year, or bank hours towards the next calendar year.
- **\*December 2016 – any hours earned in December, 2016 must be used by February 28, 2017. All other hours must be used by the end of the year, December 31, 2016. Plan ahead! No exceptions.**

## Wellness Management

The responsibility for the City’s Wellness Program falls within the guidance of the Human Resources and Recreation Departments. Information regarding the Wellness Program will be posted on the Intranet Site, under Human Resources. <http://gsintranet/HR/Wellness/default.aspx>

The Wellness Program will be managed through Human Resources, with the assistance of the Wellness Team. The Wellness Team will develop and promote the program. The team will have meetings throughout the year to evaluate program effectiveness and suggest changes to maintain interest. The goal of the team is to create a low maintenance, easily operable program that fits the health and wellness needs for the City’s employees.







Wellness Team Email: [wellness@cogs.us](mailto:wellness@cogs.us)

### The 2016 Wellness Team




<b>Beth Stewardson</b>	<b>Human Resources Generalist</b>	<b>384 - 6426</b>
<b>James Main</b>	<b>Athletics/Fitness Recreation Coordinator</b>	<b>384 - 6311</b>
<b>Jessica Hawkins</b>	<b>Customer Service Rep. Community Center</b>	<b>384 - 6301</b>
<b>Staci Williams</b>	<b>Maintenance Worker - Parks</b>	<b>384 - 6366</b>
<b>Taner Arroyo</b>	<b>Assistant Computer Tech</b>	<b>384 - 6442</b>
<b>Dana Alcon</b>	<b>HR Administrative Assistant</b>	<b>384 – 6408</b>
<b>Danielle Bennett</b>	<b>Court Clerk</b>	<b>384 - 6531</b>



# Wellness Activities

Activity	Description/ Documentation	Wellness Time Off Value
<p><b>Annual Physical and Routine Exams</b></p> 	<p>Attach evidence of an annual physical and other routine health exam by a licensed physician to the Reimbursement Log. Examples of health exams include:</p> <ul style="list-style-type: none"> <li>• Routine mammograms,</li> <li>• Routine prostate exams,</li> <li>• Routine colonoscopy for 50 yrs and older, etc.</li> </ul> <p><i>Routine exams are generally given once per year on a regular basis.</i></p> <p><b>Note: CDL Physicals do not qualify as they are requirements for the job.</b></p>	<p>2.0 Hours</p> <p><u>Limit 2 per calendar year</u></p> <p>You will be able to get credit for your yearly physical and any other routine exam you do during the year.</p>
<p><b>Dental Exam</b></p> 	<p>Attach evidence of a bi-annual dental cleaning to the Reimbursement Log.</p>	<p>1.0 Hour</p> <p><u>Limit 2 dental cleanings per calendar year.</u></p>
<p><b>Vision Exam</b></p> 	<p>Attach evidence of an annual eye exam to Reimbursement Log.</p>	<p>2.0 Hours</p> <p><u>Limit 1 per calendar year</u></p>
<p><b>Biometric Screening</b></p> 	<p>Attach evidence of an annual biometrics screening through the CEBT clinic, or biometrics screening set up by the City.</p>	<p>2.0 Hours</p> <p><u>Limit 1 per calendar year</u></p>
<p><b>Walking Weekdays +1!</b></p> 	<p>You and a co-worker pick the time and place to walk any day of the work week <i>plus</i> another day each week. You must walk with a co-worker for at least 15 minutes and a total of 24 weekdays, in order to receive credit.</p> <p>You may walk by yourself on your 12 “other” days if you wish. Attach the signed Walking Weekdays +1 log to the Reimbursement Log.</p>	<p>3.0 Hours</p> <p><u>Limit 2 per calendar year</u></p>
<p><b>5k, 10k, triathlon, etc.</b></p> 	<p>Participating in a community walk run event such as:</p> <ul style="list-style-type: none"> <li>• Relay for Life</li> <li>• MS Walk</li> <li>• Susan G. Komen, etc.</li> </ul> <p>Distance can be measured in 5k and/or 60 minutes total. Attach documentation of participation to the Reimbursement Log.</p>	<p>2.0 Hours</p> <p><u>Limit 2 per calendar year</u></p>
<p><b>Fitness</b></p> <p>To obtain paid time off, you need to provide evidence of exercising at a workout facility or out on your own. A great example of an exercise facility is the Community Center!</p>	<p>To obtain your workout history from the Community Center: log into their web portal and print your workout information. If you choose to work out on your own, you can use free apps on your smartphone to track your workouts. For example, Endomondo and MapMyRun both provide workout summaries to print and submit to HR.</p> <p>You must exercise for at least 30 minutes 3X per week for a period of 6 months- during this time period you are allowed two weeks of non-activity.</p>	<p>4.0 Hours</p> <p><u>Limit 1 per calendar year</u></p>

## Intermittent Wellness Activities

Activity	Description/ Documentation	Wellness Time Off Value
<p style="text-align: center;"><b>Health Fair</b></p> 	<p>Participate in a Health Fair that conducts basic health screenings such as blood chemistry, height and weight, blood pressure, vision. Attach receipt to the Reimbursement Log.</p> <p><i>*You may not count a Health Fair screening as a Physical Exam for those hours – you may not “double up” hours.*</i></p>	<p style="text-align: center;"><b>2.0 Hours</b> <u>Limit 1 per calendar year</u></p>
<p style="text-align: center;"><b>Lunch and Learn</b></p> 	<p>The first two topics and dates for 2016 Lunch and Learn are:</p> <ul style="list-style-type: none"> <li>• <b>Wellness Program Overview &amp; Fitness Orientation</b>–January 20<sup>th</sup> at the Community Center, from 12pm to 1pm and 1pm to 2pm.</li> <li>• <b>Intro to Pickle Ball</b>- –February 16<sup>th</sup> at the Community Center, from 12pm to 1pm and 1pm to 2pm.</li> </ul> <p><i>Future Lunch and Learns’ will be announced at a later date.</i></p>	<p style="text-align: center;"><b><u>Lunch &amp; Learn</u></b> <b><u>participants will be</u></b> <b><u>able to earn 1 hour</u></b> <b><u>for each event.</u></b></p>
<p style="text-align: center;"><b>Recreation League Play</b></p> 	<p>Participating in Recreation League Play (Softball, Volleyball, Kickball, etc.) Participants in Recreation League play will need to actually be on a Sponsored Glenwood City Recreation League and provide documentation to receive the 1 hour.</p>	<p style="text-align: center;"><b>Up to 3.0 Hours</b></p> <p><i>*The participant will be able to earn an hour for Fall, Winter and Spring Recreation League Sports.</i></p>

## Suggestions/Comments

If you have an idea, comment, or suggestion for future events/activities, please give us a call or send us an email. It is our goal to provide employees with the best Wellness Program we can offer. We will discuss all ideas/comments during our Wellness meetings.

## Documentation, Receipts, Logs and Instructions for Requesting Wellness Time Off

**Employees may earn up to 16 hours annually. Employees cannot have more than 16 hours in their wellness bank at any given time. Employees will need to plan accordingly to receive the maximum benefit. Please be aware that this is a “use it or lose it” benefit, and hours must be used in the same year they were accrued. \***

- Time off is granted subject to the needs of the Department, and subject to Manager’s approval. **Please plan ahead.**
- When requesting Wellness Time off, employees need to fill out a Leave Application Slip. Fill in name, date, department, total hours, and the time and date. Check the box “other”, and write in “Wellness Leave.”
- Documentation Needed:
  - For routine annual exams, attach a copy of the actual receipt showing date of service.
  - For events such as a Fitness/Wellness Challenges, employees must submit some type of log that documents daily activity, as well as a certificate of completion. It must be a print out from your workout facility or a print out from a wellness tracking program.
- All documentation for any type of reimbursement must be submitted to the Human Resources Department. Wellness Reimbursement Logs that are submitted without the properly attached receipts and/or certificates will be returned to the employee.
- **Employees are strongly encouraged to turn in their Wellness Reimbursement Logs as they earn their hours. Please remember that hours earned through the month of January through November can only be used until the end of December 2016. Employees must have those hours turned in by December 3rd. If an employee waits until December to turn in hours from January through November they will not be able to use them for January 2017.**
- Employees may submit Wellness Reimbursement Logs as activities are completed. Human Resources will calculate and approve each reimbursement log, and then notify the Finance Department of the amount to apply to each employee’s Wellness Accrual (Time Off) Bank.
- Wellness hours will be credited on the 1<sup>st</sup> of the month following the month the employee submitted log to Human Resources.
  - Example: A log turned into Human Resources on Sept. 3<sup>rd</sup>; hours will be available to use on Oct. 1<sup>st</sup>. Hours may not be used until they are posted by the Finance Department. If you turn your log in after Sept. 3<sup>rd</sup>, your hours will not be present until Nov. 1<sup>st</sup>.
- It is the responsibility of the employee to retain their own documentation and a good idea to keep copies of submitted documentation.
- This Wellness Guide, as well as all forms, can be found on the HR Intranet site <http://gsintranet/HR/default.aspx>
- **\*December 2016 – any hours earned in December, 2016 must be used by February 28, 2017. All other hours must be used by the end of the year, December 31, 2016. Plan ahead! No exceptions.**

## 2016 Wellness Reimbursement Log

Use this form to record all Wellness Activities. All forms must be submitted to Human Resources Department. Wellness Time Off will be credited to employees accounts at the end of each month. All benefits must have receipts/documentation attached to qualify for reimbursement.

Employee Name: \_\_\_\_\_ (Please print clearly)

Wellness Activity	Notes	Paid Time Off Hourly Value	Redeem as: Time off
<b>Annual Routine Exams</b> <i>Limit 2 per calendar year</i>	Attach receipt for annual physical, or other routine preventative exam. Must be provided by licensed physician.	<b>2.0</b>	
<b>Dental Exam</b> <i>Limit 2 per calendar year</i>	Attach receipt for dental exam and cleaning.	<b>1.0</b>	
<b>Vision Exam</b> <i>Limit 1 per calendar year</i>	Attach receipt for vision exam	<b>2.0</b>	
<b>Biometrics</b> <i>Limit 1 per calendar year</i>	Attach documentation of exam	<b>2.0</b>	
<b>5k, 10k, triathlons, etc.</b> <i>Limit 2 per calendar year</i>	Attach documentation of participation	<b>2.0</b>	
<b>Walking Weekdays +1</b> <i>Limit 2 per calendar year</i>	Attach Walking Weekdays +1 log to Wellness Reimbursement Log	<b>3.0</b>	
<b>Health Fair</b> <i>Limit 1 per calendar year</i>	Attach documentation	<b>2.0</b>	
<b>Wellness Event</b> <i>With Lunch and Learn, you can attend as many as you want and earn 1 hr. for each.</i>	Attach documentation	<b>1.0</b>	
<b>Fitness</b> <i>Limit 1 per calendar year</i>	Exercise at least 30 minutes a day/3 x a week for 6 months. Attach fitness log to reimbursement form.	<b>4.0</b>	
<b>Recreation League Play</b> <i>Up to 3 hours per calendar year</i>	Participants in Recreation League play will need to actually be on a Sponsored Glenwood City Recreation League to receive their hours.	<b>Up to 3.0</b>	

Wellness hours will be credited on the 1<sup>st</sup> of the month following the month the employee submitted log to Human Resources.

\*Example: Log turned into Human Resources on Sept. 3<sup>rd</sup>; hours will be available to use on Oct. 1<sup>st</sup>. Hours may not be used until they are posted by the Finance Department.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Disclaimer

Subject to the discretion of the Wellness Committee, we may announce additional activities/events throughout the year. We will furnish guidelines/descriptions and incentives when a new activity is announced. We will post all additional activities under the Wellness Section of the HR Intranet, as well as send out a general announcement by email. The Wellness Committee may also modify or eliminate individual challenges and events at their discretion.

# Walking Weekday +1 Log

Employee Name: \_\_\_\_\_ Dept: \_\_\_\_\_

	Date:	Printed Name of Co-Worker you walked with	+1 Day that you walked with or without Co-Worker	Signature of Co-Worker
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

**\*Attached completed Walking Weekday Log to the Reimbursement Log.**