

City of Glenwood Springs 2010

Employee Wellness Benefit Guide



Begin your Wellness Journey Today

Wellness (Definition):

The quality or state of being healthy in mind, body and spirit; a deliberate effort of actively making choices towards a more successful existence.

This Wellness Program was created to inspire employees to take stock of their personal health/wellness by creating awareness with well-organized activities that will ultimately increase overall personal wellness. We'd like to create a culture of wellness within the City of Glenwood Springs and encourage all employees to take responsibility for their health and well-being.

Some Statistics

An unhealthy lifestyle is the primary contributor to the five leading causes of death in the U.S.-heart disease, cancer, stroke, respiratory diseases and diabetes, which account for 70% of all deaths. Nearly 2/3 of Americans are overweight or obese and even though tobacco use is declining, nearly 1 in 5 Americans smoke or use tobacco products. Studies show that for every dollar spent on employee wellness programs, the returns have been cost savings of \$2.30-\$10.00 in the areas of decreased absenteeism, fewer sick days, reduced work related injuries, lowered health insurance costs, improvements in employee performance and productivity, reduced stress levels, and increased employee morale.

**Long-term Wellness Program Goals:**

- Reduction in health care costs and rising insurance premiums
- Reduction in obesity and smoking related health issues
- Decreased absenteeism due to illness, depression, and stress
- Decline in work-related injuries
- Increased job satisfaction, morale, and productivity.

All that is valuable in human society depends upon the opportunity for development accorded the individual.

Albert Einstein



Program Description

The City's Wellness Benefit was designed for all levels of employee wellness. Whether it's trying to improve your health or obtain a certain fitness level, this 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 optimal personal wellness. Achieving optimal wellness can increase psycho-physiological well-being, social success, efficiency at work, and overall energy and happiness.

We've designed this wellness program to promote personal wellness by creating awareness, offering a series of challenges, encouraging the practice of preventative health care, and giving resources to replace unhealthy habits with healthy habits. Throughout the duration of the calendar year you will receive the support of the Wellness Team with great incentives for completing activities/challenges that promote a healthy lifestyle.

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 1st-Dec. 31st.

All full-time and regular part-time employees will be eligible to receive up to 3 days (24.0 hours) paid time off within each calendar year. Employees can have a maximum of 24.0 hours in their wellness bank at any given time. Employees may not accumulate more than 24.0 hours in a calendar year. The Wellness Benefit has no cash value and is not paid out upon termination of employment.

Wellness Management

The responsibility for the City's Wellness Program falls within the guidelines of the Human Resources Department. We've combined some of the activities/events of the Wellness Benefit to run concurrently with the Community Wellness Program that falls within the scope of the Community Center to benefit both employees and the community.

Information regarding the Wellness Benefit will be posted in 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 monthly meetings 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 of Glenwood Springs employee population.

Wellness Team Email: wellness@cogs.us

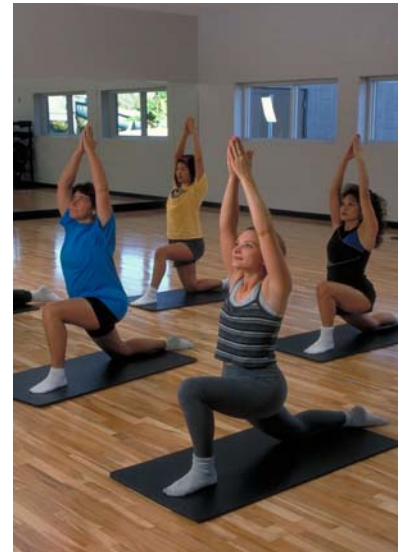
Wellness Team


Brenda Kerr	HR Generalist	384-6426
Brittany Matti	Recreation & Wellness Specialist	384-6312
Terry Wilson	Police Chief	384-6501
Miki Piper	Municipal Court Administrator	384-6531
Mary Wilch	Youth Recreation Coordinator	384-6311


***Attach all required documentation to Wellness Reimbursement Log. Employees can submit logs for reimbursement at any time during the year.**


Information and forms can be found in the Wellness area of the HR Intranet at:

<http://gsintranet/HR/default.aspx>



Activity	Documentation	Wellness Time Off Value
Annual Physical	Attach evidence of an annual physical, bone density scan, or other preventative health exam by a licensed physician to the Reimbursement Log. Receipt must indicate “preventative” on it. <i>Limit (1) per calendar year</i>	4.0 Hours
Dental Exam	Attach evidence of a bi-annual dental cleaning by a licensed dentist to the Reimbursement Log. <i>Limit (2) dental cleanings per calendar year.</i>	1.5 Hours
Vision Exam	Attach evidence of an annual eye exam by a licensed eye doctor to Reimbursement Log. <i>Limit (1) per calendar year</i>	1.5 Hours
Personal Fitness	Employees must exercise for at least 30 minutes a day/3x week for a period of six (6) months. Attach a daily activity log to the Reimbursement Log. Employees may have up to (2) weeks during the (6) month period where they don’t have to log activities. <i>Limit (2) per calendar year.</i>	4.0 Hours 
Stop Tobacco (1) Month	Employee must not have used “any” tobacco products for (1) month. A signed Quit Tobacco Affidavit must be attached to Reimbursement Log. <i>Limit (1) annually.</i>	2.0 Hours

Stop Tobacco (3) Months	<p>Employee must not have used “any” tobacco products for (3) months. A signed Quit Tobacco Affidavit must be attached to Reimbursement Log. <i>Limit (1) Annually</i></p>	<p>2.0 Hours</p>
Stop Tobacco (6) Months	<p>Employee must not have used “any” tobacco products for (6) months. A signed Quit Tobacco Affidavit must be attached to the Reimbursement Log. <i>Limit (1) Annually</i></p>	<p>4.0 Hours</p>
Stop Tobacco (12) Months	<p>Employee must not have used “any” tobacco products for (12) months. A signed Quit Tobacco Affidavit must be attached to the Reimbursement Log. <i>Limit (1) Lifetime</i></p>	<p>8.0 Hours</p>
Weight Management	<p>Join a recognized weight loss group for 3 months. Examples of recognized groups are Weight Watchers, Valley View Hospitals HMR Program, Glenwood Medical’s Life Steps or a program designed specifically for you by a Registered Dietician. Programs that promote rapid weight loss will not be accepted, for specific information contact the Wellness Team. Attach proof of class attendance or internet participation (instructor signature, print off of participation, receipts, etc.) to Reimbursement Log. <i>Limit (4) per calendar year.</i></p>	<p>2.0 Hours</p>
Community Walks 	<p>Participating in a community walk/run event such as Relay for Life, MS Walk, Susan G. Komen, etc. Distance can be measured in 5K and/or 60 minutes total. Attach documentation of participation to the Reimbursement Log. <i>Limit 2 per calendar year.</i></p>	<p>2.0 Hours</p>
Wellness Project	<p>Participating in a community wellness project offered by the Wellness Committee. Examples could be a trail clean up, tree planting day, or something that benefits the Community of Glenwood Springs. Employees must sign the attendance sheet at the start of the event to receive credit. Attach Certificate of Completion to the Reimbursement Log.</p>	<p>2.0 Hours</p>

<p>Wellness Seminar Series/ Lunch & Learn Series</p>	<p>Wellness Seminar Series and Lunch and Learn are seminars on varied topics of health and well-being. These seminars are free and no pre-registration is required. All information regarding classes, dates and times can be found on the HR intranet calendar.</p> <p>Employees must sign the attendance sheet at the start of each class to receive credit. Upon completion you will receive a Certificate of Completion that must be attached to the Reimbursement Log.</p> <p><i>No Limit; with the exception of the 24.0 annually</i></p>	<p>. 5 Hours</p>
<p>Virgin Health Miles</p> 	<p>It's a first-of-its kind health incentive program designed to get you active and fit. And we mean <i>all</i> of you: from those of you who want a simple walking program to the fitness fanatics. Virgin Health Miles encourages, supports, and rewards employees for all kinds of physical activity.</p> <p>In addition to the incentive the City offers employees can earn up to \$500.00 annually with this program through Virgin Health Miles. Enrolled employees will receive a new pedometer that plugs into your computer through a USB port and automatically uploads your activity information and tracks your progress. The cost of the program is \$16.50 a month. The City will pay \$6.50 per month, and employees can sign up for a payroll deduction of \$10.00 per month. Contact Human Resources to enroll.</p> <p><i>Employees must participate for (6) months and attach activity logs printed from Virgin Health Miles. Limit (2) per year.</i></p>	<p>4.0 Hours</p>



Exercise Quotes:

We do not stop exercising because we grow old - we grow old because we stop exercising.
Dr. Kenneth Cooper, Cooper Institute.

If your dog is fat, you're not getting enough exercise.
Author Unknown

You will never find time for anything. If you want time, you must make it.
Charles Buxton

These activities will run on an intermittent schedule.

<p>Group Fitness Challenge</p>	<p>The group fitness challenge is a one day challenge consisting of 4 consecutive group fitness classes followed by a healthy potluck. Pre-registration is required. <i>Attach Certificate of Completion.</i></p>	<p>3.0 Hours</p>
<p>Cardiac Risk Assessment</p> 	<p>Check calendar of events for date of next cardiac risk assessment. Mountain Family Health Centers will check your cholesterol, blood sugar, weight, BMI and blood pressure. Employees must sign in to receive Certificate of Completion. <i>Limit (1) per calendar year.</i></p>	<p>2.0 Hours</p>
<p>Wellness /Fitness Challenges</p>	<p>The Wellness/ Fitness Challenge(s) will be hosted through the Community Center. Programs will consist of logging wellness/fitness related activities for a predetermined point value. Employees will be required to turn in a log as proof of completion. These programs are generally 2-4 months in length and full participation is required to receive employee incentive. Program descriptions/guidelines will be available when the program is being run. The Wellness Committee will keep all employees up to date with challenge related opportunities.</p>	<p>4.0 Hours</p>
<p>Fitness Assessment</p>	<p>The assessment consists of the following tests: Blood pressure/Pulse, Body Composition (%fat/%lean), Muscular Endurance, and Flexibility. Contact the Recreation and Wellness Specialist to schedule an appointment. <i>Attach certificate of completion to reimbursement log.</i> <i>Limit (2) per calendar year.</i></p>	<p>2.0 Hours</p>
<p>Indoor Triathlon Teams/Individual</p> 	<p>For those of you who are already in great physical condition, this gives you the opportunity to train for a more specialized event and still receive fitness benefit. The goal of the triathlon is to accumulate the most distance. Individuals will have 10 minutes to swim, 30 minutes to bike, and 20 minutes to run. Teams will consist of 3 people and each person must either swim, bike, or run. <i>Attach a certificate of participation to reimbursement log.</i></p>	<p>2.0 Hours</p>

Health Fair	Participate in a Health Fair that conducts basic health screenings such as blood chemistry, height and weight, blood pressure, vision. <i>Attach receipt to reimbursement log. Limit (1) per calendar year. *A vision exam and screening at a health fair cannot also be claimed on log as Annual Physical/Vision Exam.</i>	2.0 Hours
City Wellness Event	Participating in an employee wellness event that promotes physical activity. This applies to events that the Wellness Committee designates. Examples may include softball, kickball, dodgeball, etc.	2.0 Hours

Disclaimer

Subject to the discretion of the Wellness Committee we may announce additional activities/event 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.



Physical Limitation Exception

We want to encourage all employees to participate in as many events/activities as possible. The Wellness Team will consider awarding points to individuals on a case by case basis who may not be able to physically participate in “full contact” events, but are still able to participate on a limited basis. Examples may include an employee who physically unable to participate in a City Wellness Event such as softball game, but may be able to participate with score keeping, refreshments, planning, etc.

Wellness Tips & Tidbits Email

If you would like to receive a weekly wellness email, please notify the Wellness Team by email at wellness@cogs.us and in the subject line add: Wellness Email. Periodically, we will send out wellness tip and occasional updates, recipes, and wellness information. You can request that your name be removed from the email list at any time by also notifying the above email and requesting a cancellation.

Buddy Program

We encourage you to form a partnership with a buddy. We believe that teaming up with another individual will help both of you to be more successful. If you are unable to find a “Buddy”, the Wellness Team will try to assist you. Please send us an email and we will work towards teaming you up with someone!

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

Documentation, Receipts & Logs

For items such as annual exams attach a copy of the actual receipt. If you've attended a seminar, Wellness Project, or other event approved by the Wellness Team attach the certificate of completion. 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. You can document in a calendar or word format showing daily activity. For tobacco prevention, attach the Quit Affidavit. Examples of different type logs can be found on the HR Intranet.

Instructions for redeeming Wellness Time Off & requesting Time Off

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, certificates, and affidavits will be returned to the employee.

The Wellness Committee is not responsible for replacement of lost Certificates of Completion for events and seminars attended. It is the responsibility of the employee to retain their own documentation.

*This Wellness Guide as well as all forms can be found on the HR Intranet site

<http://gsintranet/HR/default.aspx>

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 1st of the month following the month the employee submitted log to Human Resources.

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

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**.

Wellness Library

Human Resources is in the process of developing an online Wellness Library that will be available to all employees through the HR Intranet.

Employees are encouraged to donate their gently used cookbooks, DVD's, CDs, etc.

This online library can be found on the HR Intranet.

<http://gsintranet/HR/Wellness%20Library/Forms/AllItems.aspx>

Currently the resources are limited to a few articles, but we will continue to work on it.

If you have a suggestion, or see an article online that you think would be a good addition to our library, please email the link or article to wellness@cogs.us

Wellness Reimbursement Log

Use this form to record all activities for the calendar year. 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
Annual Physical	Attach receipt for annual physical, bone scan, or other preventative exam. Must be provided by licensed physician. Receipt must indicate "preventative" on it.	4.0	
Dental Exam	Attach receipt for dental exam and cleaning.	1.5	
Vision Exam	Attach receipt for vision exam	1.5	
Personal Fitness	Exercise at least 30 minutes a day/3 x a week for 6 months. Attach fitness log to reimbursement form.	4.0	
Stop Tobacco-1 Month	Must provide signed Quit Affidavit	2.0	
Stop Tobacco- 3 Months	Must provide signed Quit Affidavit	2.0	
Stop Tobacco-6 Months	Must provide signed Quit Affidavit	4.0	
Stop Tobacco-1 Year	Must provide signed Quit Affidavit	8.0	
Weight Management	Join a recognized weight loss program for 6 months. Provide participation records.	4.0	
Community Walks	Attach documentation of participation	2.0	
Wellness Project	Attach certificate of participation	2.0	
Wellness Seminar Series/ Lunch & Learn	Attach Certificate of Participation	0.5	
Virgin Health Miles	Participate for (6) months-attach log	4.0	
Group Fitness Challenge	Attach a Certificate of Completion	3.0	
Cardiac Risk	Attend one of the scheduled Cardiac Assessments. Submit a copy of results with log.	2.0	
Wellness/Fitness Challenge	Attach Certificate of Completion	4.0	
Fitness Assessment	Attach Certificate of Completion	2.0	
Indoor Triathlon	Attach Certificate of Completion	2.0	
Health Fair	Attach documentation	2.0	
Total:			

Wellness hours will be credited on the 1st of the month following the month the employee submitted log to Human Resources. *Example: Log turned into Human Resources on Sept. 3rd; hours will be available to use on Oct. 1st. Hours may not be used until they are posted by the Finance Department.

Employee Signature: _____

Date: _____

Human Resources: _____

Date: _____