

City of Kennesaw Wellness Incentive Program

Adopted by Mayor & Council October 2, 2006

Updated by Benefits Committee May 1, 2008 –effective December 1, 2008

The purpose of the Wellness Incentive Program is to provide a voluntary program for full-time and part-time employees (not to include temporary/seasonal employees) to encourage a healthier workforce, thereby increasing on-the-job productivity and reducing future increases to medical insurance costs.

The City has a Wellness Incentive Program available to all City employees for their participation in physical, educational, and preventative care elements of a health and wellness program. Participating full-time employees may receive a financial incentive in an amount up to \$400, depending on the level of participation in the program. Participating part-time employees may receive a financial incentive in an amount up to \$75, depending upon the level of participation in the program. The Employee Benefits Committee serves as the liaison between City management, employee participants and the Program Administrator. Annual disbursement to employees for successful participation in the plan will be made at the annual employee Christmas Luncheon of the year following acceptable levels of program participation by the employee. Participant's records will be maintained by the Program Administrator in a confidential manner, separate from Personnel Records.

I. Wellness Incentive Eligibility

A voluntary wellness incentive program with a goal to encourage healthy lifestyles will be offered to all employees annually.

- A. The program will run from December 1 through November 30 each year (program year).
- B. The City wellness incentive program is open to all full and part-time employees.
 1. Employees may join the program at any time throughout the year.
 2. To be eligible for any monetary award, the employee must be employed as of November 30 of the program year for which the award is recognized.
- C. Employees must earn a minimum of 200 points each year to convert points to dollars. Points earned by the employee will be converted to a monetary reward at the conclusion of the annual program period. Each point earned after 200 points will be converted at a rate of \$1.00 per point for all full-time employees and part-time employees. A maximum of \$400 for full-time and \$75 for part-time employees can be earned, regardless of the number of points accumulated by the participating employee.

- D. To participate in the program, an employee must submit a registration form to the Program Administrator when he or she wishes to begin participating.
- E. Employees are under no obligation to participate in the Wellness Incentive Program. Participation is strictly voluntary and is not part of an employee's duties or work responsibility to the City. Employees will not be penalized in any way for not participating. All participation will be on an employee's personal time, off the job. If an employee is injured during his or her participation in a wellness activity, the City will not recognize this injury as an on-the-job injury, nor will the City accept Worker's Compensation responsibility for such injury. Additionally, such injuries are not recognizable as an occupational leave injury. Employees participate in the program voluntarily, and employees participate in any program activities at their own risk.

II. Management of Wellness Incentive Program

The City Program Administrator will coordinate the management of the program.

- A. Records of employee participation data will be maintained by the Program Administrator, which will include registration data, back up of points earned, total points earned and money paid to the employee. All such records shall be kept separately from Personnel Records.
- B. The City of Kennesaw Employee Benefits Committee will evaluate and coordinate supplemental programs and classes for the Wellness Incentive Program.
- C. All financial awards distributed to employees are taxable income, and will be reported on an employee's W-2 form. The award is also subject to employment tax withholding.

III. Point Structure

- A. The incentive program shall consist of three categories:
 - Physical Participation
 - Education
 - Preventive Care
- B. Points to Incentive Conversion and Minimum
 1. Full-time employees can earn up to a maximum of \$400 annually through points accumulated in each of the three categories. Accumulation of points is unlimited; however conversion of points to dollars is limited as follows:
 - 250 points maximum – Physical Participation
 - 50 points maximum – Education
 - 100 points maximum – Preventive Care

Employees must earn a minimum of 200 points to convert points to dollars. To convert the points to a monetary award, points must be earned in each of the three categories.*

2. Part-time employees are encouraged to participate in the Employee Wellness Incentive Program under the above guidelines listed for full-time employees with the exception that part-time employees are eligible for a total cash incentive of \$75.
 - a. Part-time employees must have a minimum of 200 points with points earned in each of the three categories in order to qualify for the cash incentive.
 - b. All other rules as outlined in the policy for full-time employee participants apply to part-time employee participants in the wellness program.

* If an employee is unable to participate in any physical exercise or workout program for the entire year due to a medical condition or medical inadvisability of attempting such a physical program, the Program Administrator, upon receipt of medical documentation of such condition, shall waive the Physical Participation requirement and the employee may earn the required points in educational or preventive care activities. Medical documentation shall be on letterhead from a Board Certified Medical Professional and shall confirm the employee's inability to participate in any physical exercise or workout program for the entirety of the program year. A Board Certified Medical Professional shall be defined as a Physician licensed as a Doctor of Medicine (or Doctor of Osteopathy) by the Georgia Composite State Board of Medical Examiners.

- C. Physical Participation points, up to a maximum of 250 points, can be earned through exercise and/or workout sessions.
 1. Points may be earned through verified workouts, time spent walking/running/ or biking, and quarterly City sponsored teambuilding programs. A form will be provided to the employee to record the workouts/classes attended.
 - a. The Wellness Program Administrator will be responsible for collection of workout sign-off forms and verification.
 - b. Verified Workouts: Workout sessions or classes must be recorded on the provided form. Points from workouts are capped at 250 points total with a limit of 125 points from December through May and another 125 points from June through November.

Walk/run/bike sessions must be logged, dated, and signed by the employee and the Wellness Program Administrator.

- c. Earning Points: 2 points per 30 minute workout session or class will be earned.
 - d. Teambuilding events will be organized quarterly. Point potential will vary between 10-25 points depending upon the activity.
2. Points earned can be from any one or combination of the above; however, a maximum of 250 points from this category can be counted toward a monetary award.
 3. Points earned will be collected and tallied monthly by the Wellness Program Administrator for verification. Additional tally forms and log sheets can be obtained from the Wellness Program Administrator or a Benefits Committee member as needed.
- D. Education points, up to a maximum of 50 points, can be earned through attendance at Lunch & Learn lectures and through participation in City sponsored Health Events.
1. Lunch & Learn lectures will be coordinated twice monthly by the Benefits Committee. Each topic will be presented once at City Hall and once at another location, on a rotating basis, to provide ample opportunity for employee and family member participation. (Family participation is encouraged for support employee efforts at making lasting lifestyle changes toward healthier living). Four (4) points will be earned for each different lecture topic attended by the employee.
 2. The annual City Health Fair will be scheduled, offering a variety of education and health care services to be coordinated by the Benefits Committee. Employee participation in the Fair will result in an 8-point award.
 3. As stated above, employees and their families are encouraged to participate in the Lunch & Learn lectures and the City Health Fair. However, only the employee participation will be credited toward point accumulation.
 4. Participation in established formal programs which encourage a healthier lifestyle or participation in a wellness structured class other than CHN Health Maintenance Programs may be considered for up to an annual maximum of 50 points. Examples of such programs include attendance at weekly weight management meetings or other similar, structured meetings, healthy cooking classes, or health/wellness seminars not sponsored by the city. Points will be awarded as follows: 4 points will be awarded for attendance and completion of classes or meetings lasting up

to 90 minutes (such as weekly Weight Watcher meetings); 6 points will be awarded for attendance and completion of classes exceeding 90 minutes. Credit will be given only for pre-approved programs and with verification of participation.

5. The Benefits Committee may offer additional opportunities for educational points throughout the year to encourage participants to continually learn more about personal responsibility for wellness. Incentives other than points may be used with these opportunities.
6. Points earned can be from any one or a combination of the above; however, a maximum of 50 points from this category can be counted toward a monetary reward.

E. Preventive Care points, to a maximum of 100 points, can be earned through any of the items listed below:

- Dental – Preventive/Cleaning Only (max 2 per year) 15 pts
each visit
All exams must be performed by an authorized health care professional and verified with a signature on the Kennesaw Wellness Incentive Form or a dated note from the healthcare professional, on letterhead, stating that a comprehensive exam was performed. No reference to specific services rendered is necessary.
- Comprehensive Physical Exam by a medical doctor 50 pts
All tests must be performed by an authorized health care professional and verified with a signature on the Kennesaw Wellness Incentive Form or a dated note from the healthcare professional, on letterhead, stating that a comprehensive exam was performed. No reference to specific services rendered is necessary.
- Comprehensive Eye Exam 20 pts
All tests must be performed by an authorized health care professional and verified with a signature on the Kennesaw Wellness Incentive Form or a dated note from the healthcare professional, on letterhead, stating that a comprehensive exam was performed. No reference to specific services rendered is necessary.
- Wellness Screenings or Follow-up (PSA, mammogram, etc) 30 pts
(Maximum of 30 points per year for one or more tests performed excluding the cholesterol screening done as part of the comprehensive physical or CHN Screening)

- Chiropractic Care 1 pt per visit
Points will be earned for Chiropractic appointments related to maintaining employee's health and wellness. One (1) point per Chiropractic visit will be earned, with a maximum of 10 points per year.

- Health Fair Screenings 2 pts
per test
These points are in addition to the 8 possible Educational points for attending the health fair. Screenings at the health fair can include (but are not limited to) hearing tests, dermascans, BMI assessment, and others made available.

- Participating in one-on-one Wellness Coaching up to
68 points per year

Points for CHN one-on-one coaching (or other CHN classes, if attended in place of one-on-one coaching) will be awarded as follows:
 - 5 points per CHN screening (maximum of 4 times annually) for a maximum of 20 points per year
 - 1 point per coaching session or class attended (sessions are 12 weeks in length, with 4 sessions annually) for a maximum of 48 points per year

1. Points for all of the above are applicable only one time per year (except for dental prevention care, Chiropractic care, and CHN coaching, as noted).
2. Points will not be awarded in applicable areas listed above without verification from the dental or health care provider or the CHN Wellness Coach.
3. Points earned can be from any one or combination of the above; however, a maximum of 100 points from this category can be counted toward a monetary reward.

IV. Appeal Process

The Employee Benefits Committee will hear any appeals or disputes over points earned, pre-approval for lifestyle education programs, or other issues that may arise concerning the Wellness Incentive Program. The committee will make a recommendation to the City Manager on any appeal or dispute. The City Manager shall have final authority on the resolution of any appeal or dispute. All records from the appeal process shall be kept separately from an employee's personnel records.