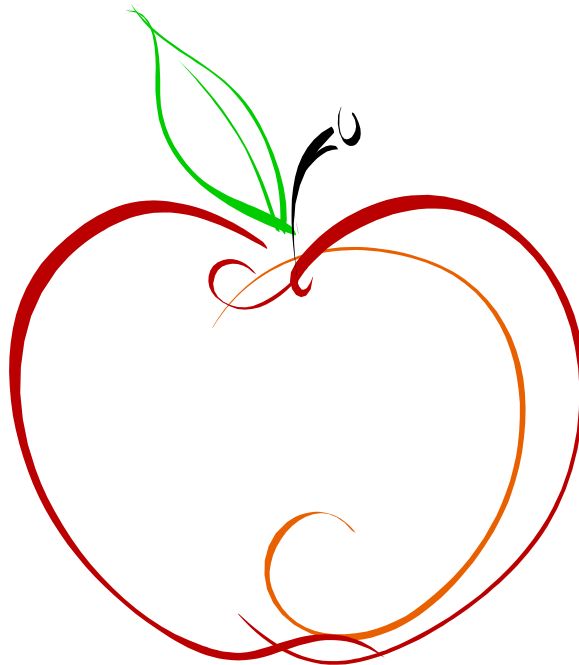


# CITY OF MCMINNVILLE

EMPLOYEE WELLNESS PROGRAM

A HEALTHY TOMORROW BEGINS TODAY

2018



*It's always the right time to make a positive change. The key is to think in minutes, and not hours or days or years. Small changes can add up to improved quality of days and increases in the quantity of your weeks, months, and even years. No matter what your age, health condition, or level of fitness, it's never too late to make a fresh start because*

***A Healthy Tomorrow Begins Today!***

## **City of McMinnville Benefits**

The City of McMinnville is committed to providing competitive pay and benefits to our employees. ***A Healthy Tomorrow Begins Today*** demonstrates our commitment. The goal of the program is to help employees become involved in their own health and to help them develop healthy lifestyle habits. The overall success of the City of McMinnville is largely dependent upon employees who work for the City of McMinnville. If we reach our goal of helping each employee become healthier and more productive, the City of McMinnville will be more productive and one step closer to being all that it can be!

### **Eligibility**

**All employees of the City of McMinnville can participate in *A Healthy Tomorrow Begins Today*.** All employees who choose to participate in ***A Healthy Tomorrow Begins Today*** must sign a waiver to be eligible. Full time employees are eligible to earn points toward monetary incentives and paid time off.

### **How the program works**

Each year you will have the opportunity to participate in this program. Our goal is to provide you with a wellness program with information and education about your health. The employee wellness program is completely voluntary. You decide on your level of participation.

### **How points/wellness time are tabulated and recorded**

Each event will require official documentation. Individualized scan cards or an approved individualized activity tracker will be utilized as proof of participation in fitness/movement activities. You will be responsible for turning in your Wellness Activity Records to the Human Resources Department and for maintaining your own copy for your records. Human Resources will maintain a record of your wellness points. All Wellness Activity Records must be turned in on or before December 31, 2018 or they will be forfeited. Financial awards for the points will be awarded each year in January via a City of McMinnville direct deposit. **All wellness points and awards will be forfeited upon termination of employment with the City of McMinnville.**

**HOW POINTS ARE EARNED**

<b>Annual Physical Exam (Required)</b> (points awarded for one exam)	50 PTS
<b>City of McMinnville Employee Wellness Screening including Personal Wellness Profile (Required)</b> (conducted annually through BCBS)	50 PTS
<b>Dental Checkup/Cleaning</b> (points awarded for two per year)	5 PTS EACH 10 MAXIMUM PER YEAR
<b>Annual Eye Exam/Checkup</b> (points awarded for one exam)	5 PTS
<b>Flu Shot</b>	20 PTS
<b>Wellness Coaching Sessions</b> (appointments made at Civic Center)	5 PTS PER SESSION MAXIMUM OF 2 SESSIONS 10 TOTAL POINTS MAXIMUM PER
<b>Wellness Seminars</b> (by appointment, held departmentally, 3 possible seminars per year, per department, completed on employee's own time, off the clock)	15 PTS EACH 45 MAXIMUM POINTS PER YEAR
<b>Monthly Special Events</b>	10 POINTS PER EVENT
<b>Fit Bit Activities</b>	10 POINTS PER EVENT
<b>Work Out Sessions</b> Work out at the Civic Center or on your own. Keep a documented fitness diary. Fitness diaries older than 15 days will not be accepted. All visits must be completed at the Civic Center or recorded by your activity tracker to receive credit.	1 PT. PER VISIT, 12 MAXIMUM POINTS PER MONTH. 144 MAXIMUM POINTS PER YEAR
<b>Mayo Clinic Embody Health Monthly Newsletter Quiz</b>	5 PTS PER QUIZ & VIDEO COMPLETED
<b>Monthly Fitness Videos (to be watched at your department)</b>	
<b>Tobacco Free-(tobacco free waiver on file by December 31, 2017)</b>	10 PTS
<b>Quarterly Special Events and Bonus activities</b>	5 PTS TO 20 PTS

**A W A R D S**

Beginning on January 1, 2018 through December 31, 2018 you will be given the opportunity to earn wellness points. Wellness points are based on participation in various wellness events and programs throughout the year. Wellness points earned throughout 2018 will be redeemed starting in January of 2019.

**Awards/Points:**

<u>LEVEL</u>	<u>POINTS</u>	<u>AWARD</u>
LEVEL 1	320 OR MORE	\$ 50*
LEVEL 2	390 OR MORE	\$ 75*
LEVEL 3	490 OR MORE	\$ 200*

\*FITBITS PURCHASED BY THE CITY WILL REMAIN THE PROPERTY OF THE CITY OF MCMINNVILLE AND MUST BE RETURNED IF YOU LEAVE THE PROGRAM OR YOUR EMPLOYMENT WITH THE CITY ENDS.

**Wellness Time Off**

When a full time employee joins the *Healthy Tomorrow Begins Today* program, they will have the opportunity to earn “Wellness Time” to be accumulated in a personal wellness bank. Wellness time will be earned if you participate in a wellness/fitness movement activity at the McMinnville Civic Center or recorded (and submitted) on an approved activity tracker a designated number of times per month, for a minimum of 30 minutes for each activity **and** you complete the City of McMinnville Employee Wellness Screening. All recorded time must be on your own time.

**Full time Employees**

Completion of minimum of 4 wellness/fitness movement activities per month for a minimum of 30 minutes each = 2 hours earned wellness time each month.

Individuals who complete the 4 wellness/fitness movement activities per month for a minimum of 30 minutes for all 12 months (2018 calendar year) will accumulate an additional 8 hours (bonus) to their wellness bank.

**Note:**

-Time will be credited to your bank every 4 months. Time will be credited in May 2018, September 2018, and January of 2019.

-All time credited in 2018 must be used by December 31, 2018 or it will be forfeited.

-Time can not be prorated. **Failure to participate in the City of McMinnville Employee Wellness Screening will result in forfeiture of wellness time off.**

**Certified Officers & Fire Department  
(Shift Personnel)**

Completion of minimum of 6 wellness/fitness movement activities per month for a minimum of 30 minutes each = 3 hours earned wellness time each month.

Individuals who complete the 6 wellness/fitness movement activities per month for a minimum of 30 minutes for all 12 months (2018 calendar year) will accumulate an additional 12 hours (bonus) to their wellness bank.

**Note:**

-Time will be credited to your bank every 4 months. Time will be credited in May 2018, September 2018, and January of 2019.

-All time credited in 2018 must be used by December 31, 2018 or it will be forfeited.

-Time can not be prorated. **Failure to participate in the City of McMinnville Employee Wellness Screening will result in forfeiture of wellness time off.**

## Physical Fitness Assessments

Do you consider yourself physically fit? Are you about to start a new exercise program? Wouldn't you love to have a way to evaluate the progress you made from the beginning to the end of the program? Or, are you bored with your current routine? Wouldn't it be nice if you suddenly had new goals and a spark of motivation to get you going? Chances are that one of these scenarios may sound familiar to you, and having a fitness assessment is the key to getting the results, motivation, or information you need.

Participating in a fitness assessment is an important part of identifying your current level of physical fitness. Furthermore, a fitness assessment is designed to aid in the determination of one's physical fitness status relative to age and sex, to assist in developing an exercise program, to establish goals and provide motivation and to evaluate progress. Fitness Assessments through the **Healthy Tomorrow Begins Today Program (for full time employees)** are **Voluntary** and are not a replacement for a physician's physical.

The fitness assessment typically measures the following:

### Flexibility, Muscular Strength, Muscular Endurance , and Cardiovascular Endurance.

Employees may select to voluntarily take one of the following assessments: Standard Fitness Assessment or Cooper Institute Assessment during a calendar year. Employee will be given the opportunity to test in April and/or October and will be awarded a monetary award one time per year for successful completion (i.e. employees may test in April and may retake in October if not successful in April). If an employee successfully completes any part of the Standard Fitness Assessment in April, they will be allowed to take the Cooper Institute Assessment in October. If successful completion of both assessments, the employee will receive \$750 total for completion of both assessments. All monetary incentives will be awarded through a City of McMinnville direct deposit. They will be made payable in December of each year. In addition to completing the physical assessments four 30 minute workouts per month (must be done at the Civic Center or recorded and submitted on an approved activity tracker) will be required. Must be an active full-time employee at the time direct deposits are made. Employees will complete assessments and any necessary training on their own time, off the clock. Designated personal trainers will conduct assessments by appointment. Personal trainers reserve the right to terminate an assessment during any time due to health concerns for the employee.

**Standard Fitness Assessment**  
(Standards Based on Age and Sex)  
(See Page 6)

\*Successfully complete **3** of **4** fitness assessment measures=**\$400**.

\*Successfully complete **2** of **4** fitness assessment measures= **\$250**.

**\*One of the fitness assessment measures must be cardiovascular endurance.**

**Cooper Institute Assessment**  
(Absolute Value)

\*\*Successfully complete **all 5** designated Cooper Institute Fitness Assessments Standards= **\$750**.

Test	Range
1.5 Mile Run	14:40-15:54
Vertical Jump	15.5-16 inches
1 RM Bench Press	.78-.84% of Body Weight
1 Minute Push-Up	25-34
1 Minute Sit-Up	30-38

**\*\* Successful completion of all 5. No monetary award for partial completion.**

# Physical Fitness Assessments

## Standard Fitness Assessment (Based on Age and Sex)

Cardiovasuclar Endurance measured by either a 1.5 mile run **OR** a 1 Mile Walking Test.

### 1.5 mile Run

<u>Male</u>		<u>Female</u>	
<u>Age</u>	<u>Faster than</u>	<u>Age</u>	<u>Faster Than</u>
20-29	12 min 29 sec	20-29	15 min 5 sec
30-39	12 min 53 sec	30-39	15 min 56 sec
40-49	13 min 50 sec	40-49	17 min 11 sec
50-59	15 min 14 sec	50-59	19 min 10 sec
60-69	17 min 19 sec	60-69	20 min 55 sec
70-79	19 min 43 sec	70-79	23 min 47 sec

### 1-Mile Walk Test (No Running)

<u>Male</u>		<u>Female</u>	
<u>Age</u>	<u>Faster Than</u>	<u>Age</u>	<u>Faster Than</u>
20-29	13 min 01 sec	20-29	14 min 7 sec
30-39	13 min 31 sec	30-39	14 min 37 sec
40-49	14 min 01 sec	40-49	15 min 07 sec
50-59	14 min 25 sec	50-59	15 min 37 sec
60-69	15 min 13 sec	60-69	16 min 19 sec
70-79	15 min 49 sec	70-79	20 min 01 sec

Muscular Endurance measured by one minute Sit-up Test

<u>Male</u>		<u>Female</u>	
<u>Age</u>	<u>Complete</u>	<u>Age</u>	<u>Complete</u>
< 20	42	<20	33
20-29	39	20-29	33
30-39	36	30-39	26
40-49	30	40-49	21
50-59	25	50-59	15
60+	20	60+	7

Muscular Strength measured by one minute Push-Up Test

<u>Male</u>		<u>Female</u>	
<u>Age</u>	<u>Complete</u>	<u>Age</u>	<u>Complete</u>
(Full Push-Up)		(Modified Push-Up)	
20-29	30	20-29	22
30-39	25	30-39	16
40-49	19	40-49	13
50-59	14	50-59	8
60+	11	60+	4

Flexibility measured by Sit and Reach Test

<u>Male</u>		<u>Female</u>	
<u>Age</u>	<u>More than</u>	<u>Age</u>	<u>More than</u>
18-25	15 inches	18-25	18 inches
26-35	14 inches	26-35	17 inches
36-45	13 inches	36-45	16 inches
46-55	11 inches	46-55	14 inches
56-65	9 inches	56-65	14 inches
66+	9 inches	66+	14 inches

**Watch for sign up sheets to be in your Departments in March & September!**

**Prior Training for all fitness assessments is strongly recommended and encouraged**

## **Additional Wellness Benefits**

### **City of McMinnville Employee Wellness Screening including Personal Wellness**

**Profile:** In 2018 the Employee Wellness Screening (including a personal wellness profile) will be conducted by BlueCross BlueShield on location for the City of McMinnville. Employee Wellness screenings will be conducted January 25th & 26th, and will include the following components:

- Height and Weight, Body Composition/Body Mass Index, Waist Circumference and Blood Pressure
- Lipid and Glucose Panel including Total Cholesterol, LDL, HDL, Triglycerides, Total Cholesterol to HDL Ratio and Glucose
- Personal Wellness Profile Questionnaire

The Employee Wellness Screening is a powerful tool that will help summarize your health, identify areas of health success, and target areas you may need to improve. Your individual screening results are completely confidential and will not be shared. Individual results will be provided to you at the time of your screening. The City of McMinnville will receive a comprehensive group report that assesses whole group strengths and weaknesses. The Employee Wellness Screening and processes are HIPAA compliant and secure. **The Employee Wellness Screening is a required component to participate in *A Healthy Tomorrow Begins Today* Points Program and Wellness Time Off Benefits in 2018.** Failure to complete the Employee Wellness Screening will result in forfeiture of benefits for both components of the ***A Healthy Tomorrow Begins Today*** Program.

## **Weight Loss Incentive Program**

All City of McMinnville Full Time employees will have the opportunity to participate in a **Healthy Living** Weight Loss Incentive Program. The objective of this program is to encourage and motivate our employees to live a healthier life style, by offering a weight loss incentive program.

Employees who wish to participate would set a weight loss goal (for example 10 pounds) for the upcoming 12 months. At the end of the 12 months employees who successfully lose weight will be awarded \$10 per pound lost up to 20 pounds. Employees who are already at their BMI target weight will earn \$125 for maintaining their weight.

At the completion of each 12 month period employees will be allowed to set a new goal for weight loss, and rejoin the program, even if they are only maintaining their BMI target weight.

## **Additional Incentives**

- ◆ Departmental Bonus, the employee with the most weight lost in each department (see departmental breakdown) will receive an additional \$250 at the end of each year's event. There is a ten (10) pound minimum that must be lost to be eligible for the departmental bonus.
- ◆ City Wide Bonus, at the end of the 12 months we will award an extra \$250 to the employee who has lost the most weight, \$200 to the 2nd place finisher, and \$150 to the 3<sup>rd</sup> place finisher at the end of each year. There is a ten (10) pound minimum that must be lost to be eligible for the City wide bonus.

## **Departments:**

Fire

Police

Water – includes water maintenance, waste water treatment plant, water plant

Public Works – includes street/sanitation, garage, landscape management, animal control

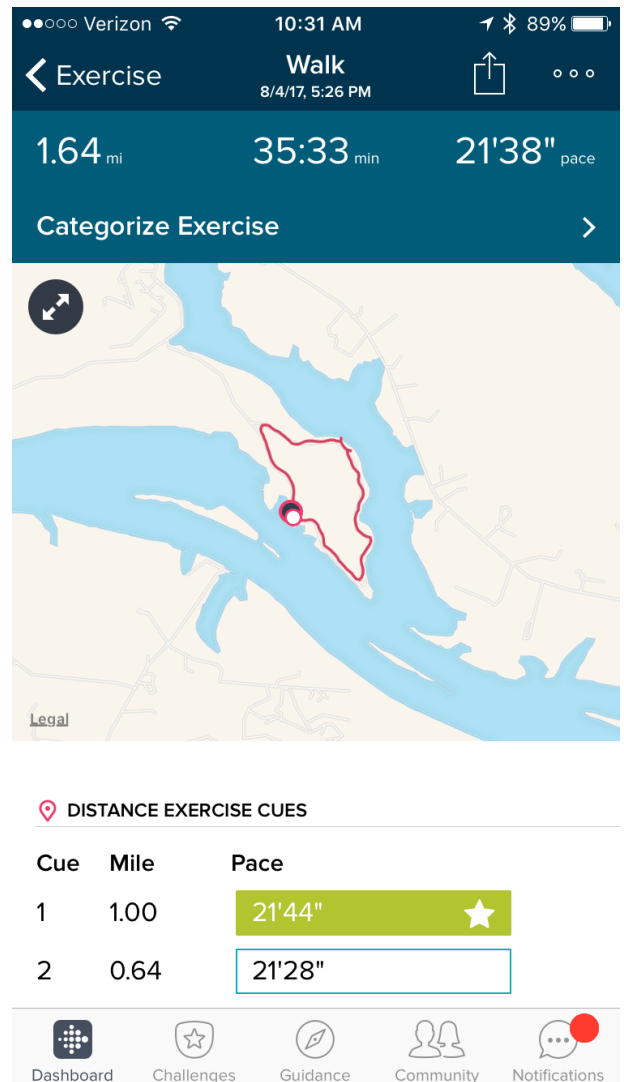
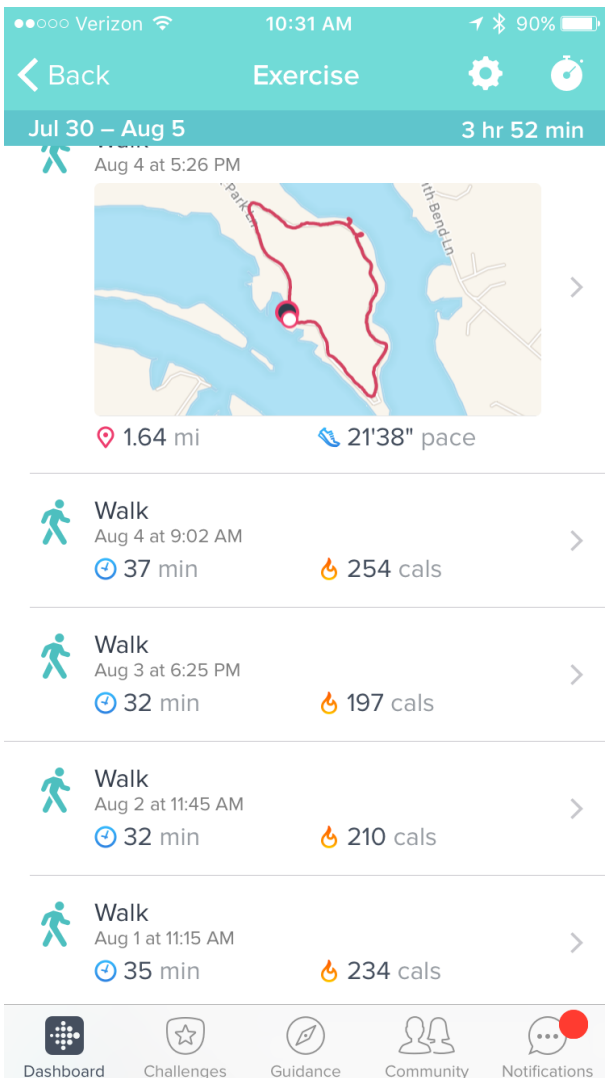
Administration- includes planning and zoning, park & recreation



# Activity Trackers

Alternate Activity Trackers may be used with this program. Alternate trackers must have the functionality to be able to provide the recorded data needed to participate in the program. Activity trackers can be provided by the City. FITBITS purchased by the City will remain the property of the City of McMinnville and must be returned if you leave the program or your employment with the city ends. A waiver of understanding must be signed.

A monthly log of your activities must be printed and submitted to Human Resources no later than the 5th of the following month to receive credit for the alternative workouts (workouts not completed by scanning at the Civic Center). If proper documentation can not be provided activity log activities will not be counted.



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Whether or not you choose to participate in the ***A Healthy Tomorrow Begins Today*** program, you have access to the following wellness benefits provided through BlueCross BlueShield of TN if you are enrolled for medical coverage through the City of McMinnville. Horizon Health Employee Assistance Program is available to all employees, regardless of medical insurance coverage.

**BCBST Nurseline:** BlueCross BlueShield offers a 24 hour Nurseline that covered members can call with health questions or concerns. This is a free service that connects you with a registered nurse who can provide triage and symptom management, health information, medical advice and wellness and prevention guidance. Call the Nurseline at 1-866-904-7477.

**BluePerks:** BluePerks program provides members with discounts on products and services such as health magazine subscriptions, holistic physicians/practitioners, and LASIK corrective vision surgery. Visit BluePerks at [www.bcbst.com](http://www.bcbst.com)

**BlueAccess:** BlueAccess is BlueCross BlueShield's personal homepage for members. It provides a variety of health education resources and support. BlueAccess is your link to Member services, Treatment Cost Estimator, Hospital Cost Comparison, and many of the other benefits BlueCross BlueShield offers.

**EAP Services:** Horizon Health Employee Assistance Program is available and offers confidential, licensed professional counseling for personal, family or work-related issues. Horizon can help with stress management, legal advice, emergency and crisis intervention issues. Call the EAP toll free 24 hours a day at 1-800-955-6422.

## Questions?

**We want you to know and understand your benefits. Help with understanding your benefits is available to you. Contact your Human Resource Administrator whenever you have questions about the program.**