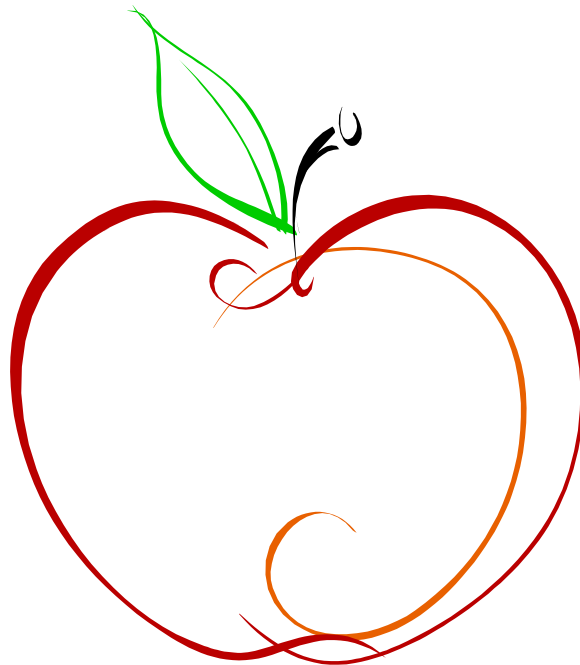


CITY OF MCMINNVILLE

EMPLOYEE WELLNESS PROGRAM

A HEALTHY TOMORROW BEGINS TODAY

2017



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 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, 2017 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

Annual Physical Exam (Required) (points awarded for one exam)	50 PTS
City of McMinnville Employee Wellness Screening including Personal Wellness Profile (Required) (conducted annually through BCBS)	50 PTS
Dental Checkup/Cleaning (points awarded for two per year)	5 PTS EACH 10 MAXIMUM PER YEAR
Annual Eye Exam/Checkup (points awarded for one exam)	5 PTS
Flu Shot	20 PTS
Wellness Coaching Sessions (appointments made at Civic Center)	5 PTS PER SESSION MAXIMUM OF 2 SESSIONS 10 TOTAL POINTS MAXIMUM PER YEAR
Wellness Seminars (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
Monthly Special Events	10 POINTS PER EVENT
Fit Bit Activities	10 POINTS PER EVENT
Work Out Sessions 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. 6 visits must be completed at the Civic Center to receive credit.	1 PT. PER VISIT, 12 MAXIMUM POINTS PER MONTH. 144 MAXIMUM POINTS PER YEAR
Mayo Clinic Embody Health Monthly Newsletter Quiz	5 PTS PER QUIZ & VIDEO COMPLETED
Monthly Fitness Videos (to be watched at your department)	
Tobacco Free-(tobacco free waiver on file by December 31, 2017)	10 PTS
Quarterly Special Events and Bonus activities	5 PTS TO 20 PTS

A W A R D S

Beginning on January 1, 2017 through December 31, 2017 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 2017 will be redeemed starting in January of 2018.

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 *

*FIT BITS 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. FIT BITS WILL BE ORDERED AFTER COMPLETION OF 180 POINTS IN 2017.

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 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.

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 (2017 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 2017, September 2017, and January of 2018.

-All time credited in 2017 must be used by December 31, 2017 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 (2017 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 2017, September 2017, and January of 2018.

-All time credited in 2017 must be used by December 31, 2017 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) will be required. Employees will complete assessments and any necessary training on their own time, off the clock. Employees will be responsible for completing all necessary paperwork including a liability waiver, and any necessary pre-appointments. 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 2017 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 26th & 27th, 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 2017.** Failure to complete the Employee Wellness Screening will result in forfeiture of benefits for both components of the ***A Healthy Tomorrow Begins Today*** Program.

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

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.