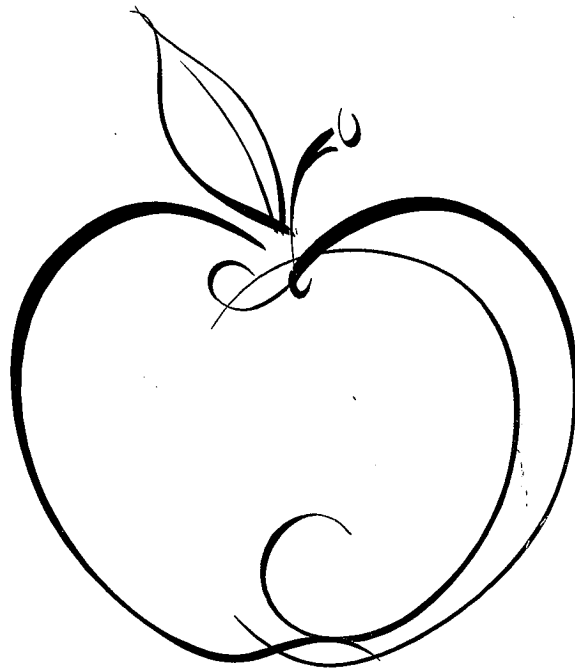


# CITY OF CROSSVILLE

EMPLOYEE WELLNESS PROGRAM

A HEALTHY TOMORROW BEGINS TODAY

2014



*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 Crossville Benefits**

The City of Crossville 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 Crossville is largely dependent upon employees who work for the City of Crossville. If we reach our goal of helping each employee become healthier and more productive, the City of Crossville will be more productive and one step closer to being all that it can be!

### **Eligibility**

**All employees of the City of Crossville 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 and educational opportunities. 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, 2014 or they will be forfeited.

**HOW POINTS ARE EARNED**

<b>Annual Physical Exam (Required in 2015)</b> (points awarded for one exam)	50 PTS
<b>City of Crossville 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 CMC Wellness Complex or Brickhouse Gym)	5 PTS PER SESSION MAXIMUM OF 2 SESSIONS 10 TOTAL POINTS MAXIMUM PER YEAR
<b>BCBS Quarterly Lunch and Learn Series</b> Lunch and Learn Series occurs every quarter for a total of 4 possible lunches per year.	10 PTS EACH LUNCH 40 MAXIMUM POINTS PER YEAR
<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>Work Out Sessions</b> Work out at the CMC Wellness Complex or Brickhouse Gym or on your own. Keep a documented fitness diary. Fitness diaries older than 15 days will not be accepted.	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 COMPLETED, 60 MAXIMUM
<b>Tobacco Free-(tobacco free waiver on file by December 31, 2014)</b>	10 PTS
<b>Participation in 2014 City of Crossville Weight Loss Program</b>	10 PTS

<b>Quarterly Special Events (To Be Announced)</b>	5 PTS TO 20 PTS
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**A W A R D S**

Beginning on March 1, 2014 through December 31, 2014 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 2014 will be redeemed starting in January of 2015. **All wellness points and awards will be forfeited upon termination of employment with the City of Crossville.**

**\* Financial awards for the 2014 plan year will be issued January 2015 via City of Crossville direct deposit.**

**AWARDS / POINTS:**

<u>LEVEL</u>	<u>POINTS</u>	<u>AWARD</u>
LEVEL 1	300 OR MORE	\$ 50 *
LEVEL 2	380 OR MORE	\$ 75 *
LEVEL 3	480 OR MORE	\$ 200 *

**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 Cumberland Medical Center Wellness Complex or Brickhouse Gym a designated number of times per month for a minimum of 30 minutes for each activity **and** you complete the City of Crossville 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 (2014 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 2014, September 2014, and January of 2015.

-Time credited in May 2014 and September 2014 must be used by December 31, 2014 or it will be forfeited. Time credited in January 2015 must be used by August 31, 2015 or it will be forfeited.

-Time can not be prorated. **Failure to participate in the City of Crossville 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 (2014 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 2014, September 2014, and January of 2015.

-Time credited in May 2014 and September 2014 must be used by December 31, 2014 or it will be forfeited. Time credited in January 2015 must be used by August 31, 2015 or it will be forfeited.

-Time can not be prorated. **Failure to participate in the City of Crossville 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 of 2014 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 Crossville 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 CMC Wellness Complex or Brickhouse Gym) 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.**

<u>Test</u>	<u>Range</u>
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)

Cardiovasucluar 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>
<u>(Full Push-Up)</u>		<u>(Modified Push-Up)</u>	
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 Late  
March & September!**

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

## **Additional Wellness Benefits**

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

**Profile:** In 2014 the Employee Wellness Screening (including a personal wellness profile) will be conducted by BlueCross BlueShield on location for the City of Crossville. Employee Wellness screenings will be conducted January 14th & 15th, 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 Crossville 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 2015** 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 PROGRAM:**

Employees who participate in the Weight Loss Program will have the opportunity to earn \$10.00 for every pound lost up to \$20.00. This could add up to \$200.00 per year. The initial Weigh in will be held on a designated day in March of 2014. Weigh in will be held on a designated day each month at the CMC Wellness Complex. The employee who loses the highest percentage of weight will win a \$25.00 prize for the month.

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 Crossville.

**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)

**Blue Cross Blue Shield Wellness Rewards:** My Health & Wellness helps members discover how to achieve wellness. Create a personal health profile and find health and wellness suggestions and information to point you toward healthier living. Log on to your BCBS Web portal at [www.bcbst.com](http://www.bcbst.com). Click on the My Health & Wellness Tab. Under this tab are several different activities that you can do to earn rewards from BCBS!

**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.

## 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.**