

City of Oak Harbor Wellness Program Guide

CITY OF OAK HARBOR

Wellness
COMMITTEE

An introduction to the City of Oak Harbor Employee Wellness Program, including:

- Your Wellness Committee,
- Health Central (provided by AWC),
- Employee Assistance Program,
- Membership Fee Incentive Reward, and
- Guide to earning annual Wellness Leave.



CITY OF OAK HARBOR

Wellness COMMITTEE

*Inspiring employees to strive for and achieve a healthy, happy life.
Be Healthy ♥ Be Happy.*

Published by the City of Oak Harbor Wellness Committee

January 2020

Welcome

At the City of Oak Harbor, we realize the demands of life and work can sometimes make living a healthy lifestyle challenging. We appreciate you and want to provide tools and support needed to be healthy and well. We believe supporting a healthy workplace matters.

The City of Oak Harbor Wellness Program is a vital part of our overall benefits package. Whether your goal is to have more energy, lose weight, manage stress, improve your diet, or simply have more happiness, the Wellness Program can help. We hope you will strive for and achieve a healthy, happy life.

The program is organized locally by our Wellness Committee — a team of staff members representing each City department who offer activities and information to encourage improved health, engagement, productivity and morale.

The Wellness Committee utilizes tools available through the Association of Washington Cities (AWC) Employee Benefit Trust. AWC is a private, nonprofit, nonpartisan corporation that advocates on behalf of cities and towns, provides training, and pooling programs such as the AWC Employee Benefit Trust. The City of Oak Harbor has partnered with this trust to provide health benefits to employees, retirees, and their families.

This guide is a review of the Wellness Program and identifies multiple incentives to you for taking an active role in your personal wellbeing and helping create a culture of health at the City of Oak Harbor.

Wellness Program Guide

CITY OF OAK HARBOR WELLNESS PROGRAM

The City of Oak Harbor believes supporting a healthy workplace matters. It has established a wellness program to inspire employees to strive for and achieve a healthy, happy life.

The program is organized by a Wellness Committee, a team of staff members, representing each department, who offer activities and information to encourage improved health, engagement, productivity, and morale.

This guide identifies multiple reward incentives available to employees who take an active role in their personal wellbeing and helps create a culture of health at the City of Oak Harbor, where the healthy choice is the easy choice.



2020 WELLNESS COMMITTEE MEMBERS

- **Emma House**, Human Resources (Committee Chair)
- **Kim Perrine**, Legal (Secretary)
- **Meg Massey**, Police (Treasurer)
- **Kim Andrews**, Human Resources
- **Angela Braunstein**, Fire
- **Gideon Cauffman**, Public Works
- **Lisa Felix**, Administration
- **Eric Hannan**, Public Works
- **Sarah Heller**, Development Services
- **Stephanie Lee-Saunders**, Marina
- **Kimberly Schmal**, Finance
- **Carly Waymire**, Senior Services
- **You!** *If you're interested in serving on or assisting the Wellness Committee, please contact HR.*

“Employers that promote wellness empower employees to become healthier. These employees address health concerns earlier and have less costly medical claims. Both the city and the community benefit from more productive employees, it’s a win for everyone.”

- Peter B. King, AWC CEO (2018)

WHAT IS A WELLNESS PROGRAM?

As defined on the Healthcare.gov website, a wellness program is intended to improve and promote health and fitness. The program is a preventive measure to help avoid illness while improving and maintaining the general health of employees. This happens through education, communication, and a supportive work environment or culture.

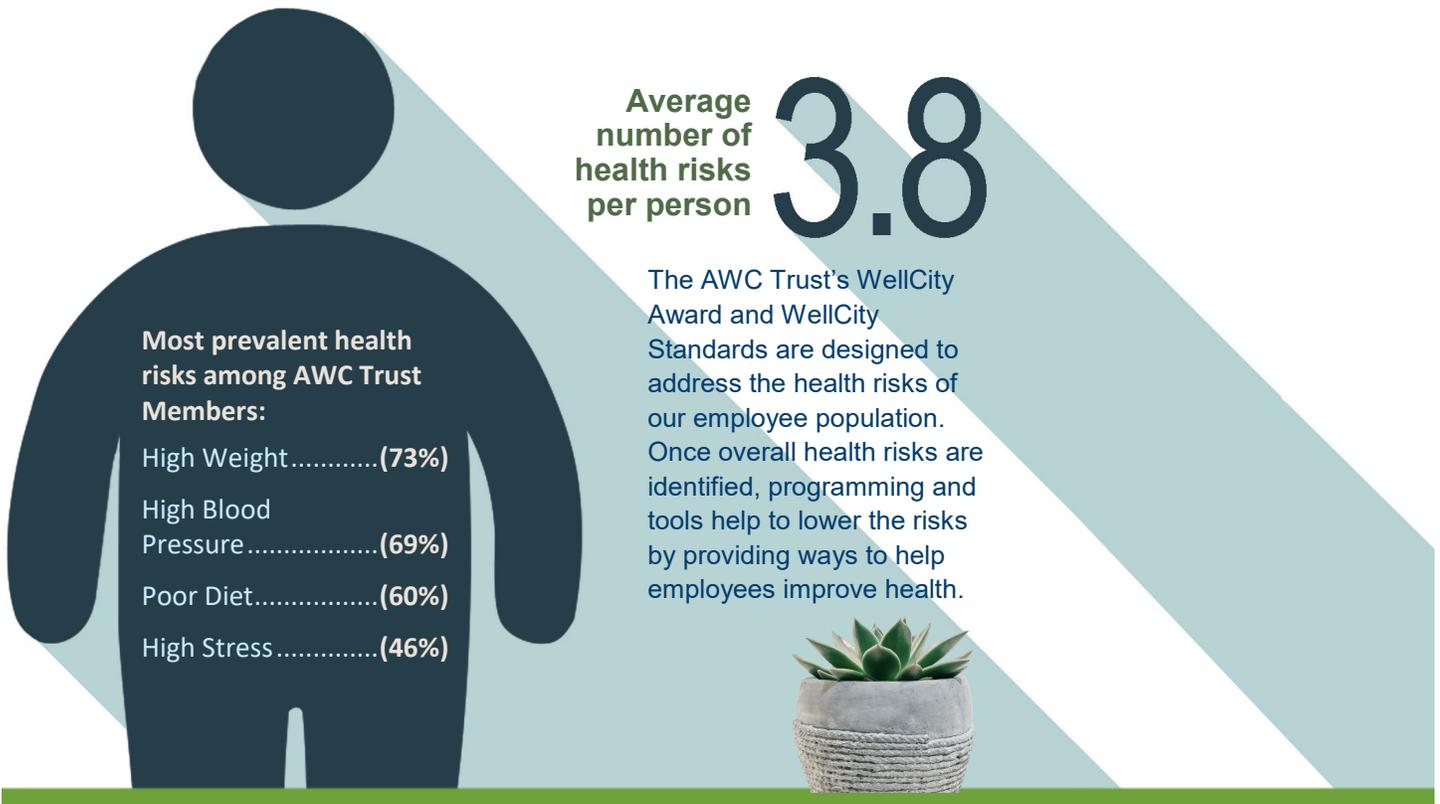
WE BELIEVE PROMOTING A HEALTHY WORKPLACE MATTERS.

Wellness is more than just the absence of illness. It is an intentional choice of lifestyle characterized by personal responsibility, balance, and personal development of mind, body and spirit. When we place health among our core values, we create a workplace that enhances our well-being. We will enjoy greater health and be happier and more fulfilled in our work.

WE ARE A WELLCITY

The City of Oak Harbor places employee health among its core values and has created a healthy workplace culture. This is demonstrated by winning the AWC Trust WellCity Award each year since 2005. In addition to a healthier and more enjoyable work environment, the reward reduces costs — in health benefits, sick days, disability and workers' compensation claims. WellCities actively work to maintain and improve employee health and wellbeing.

CITY EMPLOYEE PROFILE





Available Wellness Benefits

The following programs, rewards, incentives and services are provided to all City of Oak Harbor employees:

Employee Assistance Program

Short-term, confidential counseling for employees and family members provides help with stress, grief, relationships, parenting, finances, legal issues, alcohol & other drugs, and more.

Membership Fee Incentive

A monthly incentive to off-set the cost of a gym membership.

Annual Wellness Leave

Additional, paid leave available each year when you demonstrate your participation in your personal wellbeing.

Wellness Committee Support

A team of coworkers engaged in planning and supporting a healthy work culture.

Additional programs/rewards available to employees with Trust medical coverage:*

Health Central

Your health and benefits hub — a personal, secure account, complete with benefits, resources, plan summaries, wellness activities, and wellness rewards. Health Central is available online or as a mobile app. Find it at www.awctrust.org

Health coaching

Drive positive change in your life and achieve your goals. Digital or one-on-one telephonic coaching can help you stay on track. Choose one of the self-led digital programs, or start working with your own personal coach today!

Consulting nurse service

Nurses available 24/7 to answer questions about health issues and treatment options.

Tobacco cessation

Counseling, nicotine replacement therapy, and other resources for those ready to quit tobacco.

Condition management

Support & education programs that assist those with certain chronic conditions in taking an active role in improving & maintaining their health.

Wellness newsletters

Newsletters mailed to your home provide timely health tips and benefits information.



* City of Oak Harbor employees who receive medical insurance through their employment with the City, are insured through the AWC Employee Benefit Trust. Not all City of Oak Harbor employees elect to take this benefit and do not have "Trust medical coverage".

CITY OF OAK HARBOR POLICY ON WELLNESS BENEFITS:

MEMBERSHIP FEE INCENTIVE:

Employees who participate in a personal exercise program, may be eligible to receive payment from the City to offset membership costs per the following guidelines:

- Participants must attend a City approved fitness facility the required number of times per month as set forth by the Wellness Committee. (Check with the Wellness Committee to confirm current requirements).
- Participants must confirm that their place of exercise has been approved by the City for participation in the Wellness Program.
- Not all facilities provide a list of attendees. Each participant must verify how their usage is counted and provide proof of attendance each month if needed.
- Membership Fee Incentives will be paid to the participant separately from their regular paycheck.

WELLNESS LEAVE

Employees who participate in City sponsored wellness activities may be eligible to earn paid leave in the form of an additional floating holiday. Employees must follow the guidelines as set forth below:

- Employees must log their participation in eligible activities as set forth by the Wellness Committee.
- Employees' participation will be confirmed by the documentation criteria on the Wellness Activity Record.

- Employees must attain a minimum of 100 points to qualify for the wellness leave.
- Employees must choose their eligible activities from a minimum of four of the five areas of wellbeing established on the Wellness Activity Record.
- Employees must complete a minimum of one health campaign/challenge and participate in one eligible social event during the year.
- Employees must submit the Wellness Activity Record with the appropriate documentation, no later than December 15 to receive the additional floating holiday in the following year.
- The Wellness Committee will identify to employees which events will count toward their annual participation at the time the event is announced/advertised.
- Employees who cannot participate in a wellness event/activity due to a disability should contact Human Resources at least two days in advance of the event for reasonable accommodations and/or alternative ways to participate (ADA/EEOC).
- Employees who meet the criteria will be credited one (1) additional floating holiday in their leave accruals for the following year.
- This reward/incentive will not be paid to the employee if the employee separates from employment.

Source: City of Oak Harbor Employee Manual, 2019



Employee Assistance Program (EAP)

The award-winning guidanceresource.com is your 24/7 go-to source for expert information on the issues that matter most to you: relationships, work, school, children, wellness, legal liability, financial planning, free time, and more. GuidanceResources® Online and the new GuidanceResources® Now app put knowledge at your fingertips when you need it with:

- E-books
- Videos
- Slideshows
- Online communities
- Podcasts
- Tutorials
- Ask an Expert interactive chat features
- Timely articles, HelpSheets, and more

This valuable resource is available to all City of Oak Harbor employees and anyone residing in their household.

HELP IS JUST A CLICK AWAY



We have the expertise.

Call: 800-570-9315 TDD: 800.697.0353

Online: guidanceresources.com

App: GuidanceResources® Now Web ID: trusteap71



The City of Oak Harbor has earned the WellCity Award since 2005!

Becoming a WellCity takes commitment. The Wellness Committee must meet the AWC Employee Benefit Trust’s stringent WellCity standards and demonstrate commitment to employee health each year to earn the award. The events and activities planned by the committee are planned and coordinated to ensure the City qualifies for the WellCity Award.

WellCity Benefits:

- **Reduced costs**, saving health care dollars, sick days, disability and workers’ compensation claims.
- **Improved employee health**, engagement, productivity, morale, and retention.
- **A culture of health**, where the healthy choice is the easy choice.
- **Recognition as a leader** in WA State and in our nation, with a commitment to sustainable, quality government.

WELLCITY STANDARDS AT-A-GLANCE

1. **Policies & Procedures**— create a strong foundation for employee health with your council-adopted wellness program and budget allocations.
2. **Management Support**— Demonstrate support among elected officials and all levels of management.
3. **Wellness Committee** — Establish committee guidelines with broad employee representation.
4. **Wellness Network**— Leverage resources like internal champions and external partners.
5. **Needs Assessment**—Use data to drive program goals and maximize effectiveness.
6. **Worksite Environment**— Make the healthy choice the easy choice with an environment that supports health and contributes to a healthy work culture.
7. **Operating Plan**—Develop an annual plan with goals, objectives, timeline, communications, budget & evaluation.
8. **Activities & Interventions**— Align activities with the outcome of the needs assessment.
9. **Evaluation**—Tie measurements to goals and objectives.



City of Oak Harbor Wellness Program

MEMBERSHIP FEE INCENTIVE

This incentive was established to promote physical exercise as a component of wellbeing. Employees who participate in a personal wellness program at a facility that charges a fee to participate may be eligible to receive \$20 each month to help offset their membership costs.

What you need to know:

- You must be 18 years or older and enroll in the membership fee incentive program by signing a *Participant Assumption of Risk, Waiver and Release* form.
- You must attend a fitness facility or combination of fitness facilities a minimum of ten (10) times each month*, and are encouraged to go more.
- The facilities you utilize must be approved by the City; please see list of currently approved facilities.
- It is your responsibility to verify your count each month. Thrive and North End Fitness submit an attendance list to the program coordinator each month. If you utilize another facility, you must submit attendance to Kim Perrine (paper or email) by the 3rd of each month. The attendance sheet should include your name, the fitness facility name & contact information, and dates attended preferably on the facility's letterhead.
- NOTE: accessing facilities to utilize the spa, tanning bed, massage service, or other non-exercise type of activities do not count toward the 10x per month minimum.
- Sorry, you DO NOT QUALIFY for this wellness incentive/reward if you do not pay a membership fee to use a facility.

* The number of sessions required is set by the Wellness Committee and may change from year to year.

If you are paying a facility not on this list, talk to a Wellness Committee member about adding your facility.

Current approved facilities:

- Thrive (Oak Harbor or Anacortes)
- North End Fitness
- Curves
- Lotus Tea Yoga
- Unsize Me Yoga
- Whidbey Golf Club
- Harada Physical Therapy
- John Vanderzicht Memorial Pool
- CrossFit Amethyst
- CrossFit Oak Harbor
- Island Athletic Club
- Fitness Evolution
- Planet Fitness



CHALLENGE YOURSELF TO EARN WELLNESS LEAVE

Employees have an opportunity to earn additional time off each year (added to their leave bank as an extra floating holiday). This reward is available to all employees who take an active role in their personal wellbeing and help create a culture of health at the City of Oak Harbor by participating in Wellness Committee sponsored events.

The remainder of this guide will outline our holistic approach to wellbeing. We've outlined five essential areas of wellbeing and have assigned points to various activities and events. Meet the minimum requirements and you will have earned Wellness Leave for the following year.

FIVE ESSENTIAL AREAS OF WELLNESS AT THE CITY OF OAK HARBOR



BE ACTIVE

Physical Wellbeing: having good health and enough energy to get things done on a daily basis.

KEEP LEARNING

Intellectual Wellbeing: effectively managing your economic life.

CONNECT

Social Wellbeing: having strong relationships and love in your life.

TAKE NOTICE

Spiritual/Emotional Wellbeing: the sense of engagement you have with the area where you live.

GIVE

Occupational Wellbeing: how you occupy your time or simply liking what you do every day.

MINIMUM REQUIREMENTS TO EARN WELLNESS LEAVE:

- Earn 100 points,
- Choose activities from a minimum of four of the five health categories,
- Complete at least one health campaign during the year,
- Participate in at least one social event during the year, and
- Turn in a completed Wellness Activity Record, with attached documentation, demonstrating how you earned 100 or more points, by December 15th.

ACTIVE ON Health Central



Health Central: It's your personalized, secure health and benefit resource. Employees, spouses, and retirees with Trust medical coverage can access wellness programs and tools, benefit plan booklets, summaries, and contact information. Earn points toward a Wellness Reward (\$35 ecard) and quarterly prize drawings.

Access Health Central at: www.awctrust.org (or download the app)

REGISTER AT HEALTH CENTRAL

10 points

10 points allowed, one time

Steps to set up an account:

1. Find Health Central at www.awctrust.org or download the app to your smart phone.
2. Select "Activate Account"
3. Enter the "token": [awctrust], your preferred email address, and create a password.
4. Verify your eligibility by combining your last name and home zip code, and entering your date of birth.



INVITE SPOUSE/PARTNER TO HEALTH CENTRAL

10 points | 10 points allowed, one time

Registered employees, follow these steps to invite a Trust-insured spouse:

1. Click on the "More" menu and select the "Spouse/+1" option
2. Enter your spouse's email address (must be different from yours).
3. Spouse receives an email invitation

with a special token to use in activating their account.

Documentation: Attach a copy of the email invitation to your Wellness Activity Record.



EARN 350 POINTS AT HEALTH CENTRAL

50 points | 50 points, annually

Documentation: screen shot showing 350 points earned or copy of email showing \$35 Wellness Reward earned.

There are **many** ways to earn 350 points in health central. The easiest is to complete the Health Assessment or you can combine multiple activities to total 350 points.

Redeem 350 points annually for a \$35 ecard to spend as you choose (VISA, Amazon, Home Depot, Starbucks, and others). Additional points may be redeemed for quarterly drawings for big prizes.

A PLEA FROM THE COMMITTEE

Please earn 350 points on the Health Central platform each year.

A minimum of 50% of our employees/spouses must be engaged with Health Central for the City to qualify for the WellCity Award and a grant to fund wellness activities.

** You must have medical insurance provided by the City to engage with Health Central. Percentage is determined by the number of insured employees and spouses/domestic partners who earn 350 points via Health Central platforms (either online or via the app).*

Be Active

Physical Wellness: The ability to maintain a healthy quality of life that allows us to get through our daily activities without undue fatigue or physical stress. The ability to recognize that our behaviors have a significant impact on our health and adopting healthful habits (routine checkups, a balanced diet, exercise, etc.) while avoiding destructive habits (tobacco, drugs, alcohol, etc.) will lead to optimal physical wellness.



PHYSICAL EXERCISE

15 points per month when you work out 10 or more times per month (supported by the \$20 per month Membership Incentive Program)

OR

1 point per activity/day when you work out less than 10 times per month (yearly limit = 90 points).

Total possible points: 180 via membership incentive or 90 via per-activity

Documentation: If you have earned monthly Membership Fee Incentive Rewards (\$20 to offset your gym membership), list the months earned. Include a brief summary of your program.

If you are earning points per activity, write a summary or synopsis of your exercise program and experience with physical exercise throughout the year.

Exercise examples: walking, gym workout (strength training/aerobic), MMA training, horseback riding, golfing, swimming, jogging, cycling, basketball, etc.

HEALTH CHALLENGE OR CAMPAIGN*

[* completing one (1) health challenge is required to earn wellness leave]

20 points each | 40 points allowed per year

Two (2) campaigns per year via the Health Central online platform with a



paper version available for those wishing to participate offline or employees who do not have access to Health Central (without AWC Trust insurance).

To qualify you must actively participate throughout the campaign and complete the challenge objective.

Documentation: Record the name of the challenge on your Wellness Activity Record. The campaign chair will maintain a list of participants, noting those that complete the challenge.

FLU VACCINE

10 points possible

Get a flu vaccine! The committee may sponsor a flu shot clinic, or you can get it from your doctor or pharmacy. It's covered by insurance — no cost to you!

Documentation: There will be a sign-in sheet at a sponsored event or provide date and location when you complete on your own.



PREVENTIVE CARE VISITS

40 points possible (10pts/exam)

Bonus! Receive points at Health Central when you attest to preventive care visits from your health care provider.

Preventive medical care is covered by your insurance provider (see Health Central for a list of covered services).

Schedule and complete preventative visits:

- annual physical / medical exam,
- biannual dental exam. Your dental coverage pays a higher percentage when you are up-to-date on your 6-month check ups!
- annual optical exam (1 per year).

Documentation: Record date of each exam on your Wellness Activity Record.



SMOKING CESSATION PROGRAM

80 points possible | 80 points allowed per year

Need help? Free health coaching is available through Health Central, digital or telephonic coaching. You can also contact your doctor, most programs are covered by insurance.

Documentation: Once you've decided to participate in a program, speak with the HR Analyst about the type of documentation you will need to provide.

Must successfully complete a smoking cessation program and refrain from smoking.

WEIGHT LOSS PROGRAM

2 points per pound lost | 80 points allowed per year

Need help? Free health coaching is available through Health Central (digital or telephonic coaching). Or, contact your doctor for a program suggestion.

Documentation: Once you've decided to participate in a weight loss program, speak with the HR Analyst about the type of documentation to provide. You may opt to keep track of weight loss by weighing in with the HR Analyst at the beginning of the year and weighing out at the end of the year.

Keep Learning

Intellectual Wellness: The ability to open our mind to new ideas and experiences that can be applied to personal decisions, group interaction and community betterment. The desire to learn new concepts, improve skills and seek challenges in pursuit of lifelong learning.

LUNCH & LEARN WEBINARS AND PRESENTATIONS

10 points per activity | 120 points allowed per year

Documentation: For live webinars, attach the confirmation email to your Wellness Activity Record. If you watch a recorded webinar or podcast, record



the name of the webinar and a few sentences about what you learned. When an expert is brought into the City for a presentation, simply sign the attendance sheet. If you watch on-demand record the name and a few notes about what you learned.

There are 10 AWC Lunch & Learn webinars scheduled throughout the year. Participate live on the

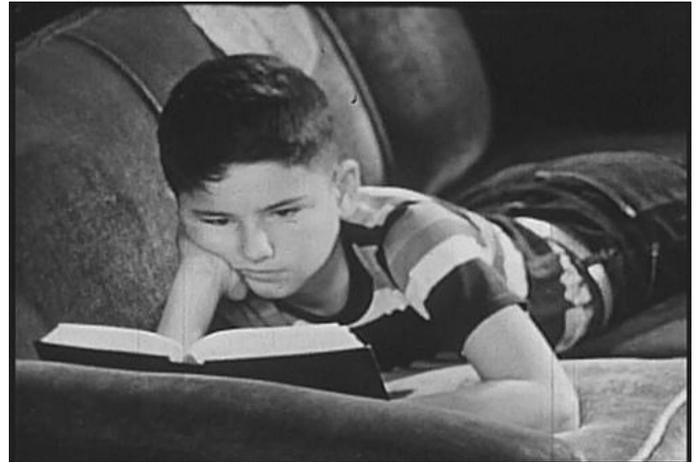
second Tuesday of most months from 1-2pm. Webinars titles and registration links are listed on the EAP ComPsych website: guidanceresources.com. You will find a link at Health Central, along with the Company ID [trusteap71], which is required the first time you register at the ComPsych website.

Most webinars are recorded and will become available for on demand viewing.

TUESDAY
CHOOSE DAY



Watch a Wellness Webinar every 2nd Tuesday from 1-2pm
Sign up at: guidanceresources.com



LIFE-LONG LEARNING

1 point for each class attended, article read, podcast enjoyed, or other learning activity

10 points possible

Documentation: Attach a summary of your activities and experience to your Wellness Activity Record.

There are so many learning possibilities in this world. Take advantage! Learn something new. GuidanceResources.com (an Employee Assistance Program resource available to all employees and all members of their household) is an excellent place for articles, podcasts, and videos to assist you with issues you may be facing.

Connect

Social Wellness: The ability to relate to and connect with other people in our world. Our ability to establish and maintain positive relationships with family, friends, and co-workers.

Environmental Wellness: The ability to live a lifestyle that is respectful of our surroundings and make a positive impact on the quality of our environment. It promotes interaction with nature.



PLANNED SOCIAL EVENTS

[* attending one (1) social event is required to earn wellness leave]

10 points for attendance | 30 points possible

Documentation: Sign event attendance sheet.

The Wellness Team plans to sponsor two social events, the annual summer picnic and one other event. Each department is encouraged to hold at least one social event each year, we hope you'll have several.

Having fun and connecting with your coworkers builds positive relationships; having friends at work will make us happier and our workday more fun.

We like having fun and are anxious to see what the year will bring. If you have an idea for a great event, please talk with your Wellness Committee rep.

ENVIRONMENTAL AWARENESS / SUSTAINABILITY

10 points | 10 points possible

Documentation: Attach a summary of your experience taking responsibility for your environment, AND write down one personal environmental goal for the next year.

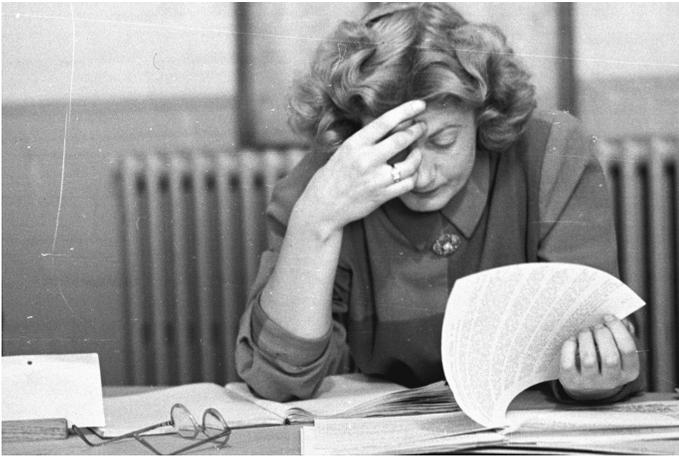
Share how your daily habits demonstrate environmental awareness.

Do you recycle? Have you reduced your use of single-use items? If you see a safety hazard, do you take steps to fix the problem? Do you volunteer time to a worthy cause? Are you aware of your surroundings at all times? Are you conscious of not wasting water and electricity?

Take Notice

Spiritual Wellness: The ability to establish peace and harmony in our lives. The ability to develop congruency between values and actions and to realize a common purpose that binds us together.

Emotional Wellness: The ability to understand ourselves and cope with the challenges life can bring. The ability to acknowledge and share feelings of anger, fear, sadness or stress; hope, love, joy and happiness in a productive manner.



PRACTICE STRESS MANAGEMENT

1 point per activity (aim for 5 activities per week)

260 points maximum

Documentation: Attach a summary of your stress management practice to your Wellness Activity Record. Include information about what types of activities you utilize to reduce stress and the frequency of such activities.

What do you do that helps manage and reduce the amount of stress in your life? Do you take yoga classes, journal regularly, meditate, or spend time enjoying nature?

OTHER EMOTIONAL HEALTH PRACTICE

1 point per activity — 10 point maximum

Any practice or experience that help you maintain emotional health.

Documentation: Attach a summary of your activities to your Wellness Activity Record. Include any other healthful activities you participate in to create or maintain spiritual and emotional wellness.



PLAN & COMPLETE A 'BUCKET LIST' EXPERIENCE

10 point per experience / year

Documentation: Attach a summary of your experience. Share what you did and how it made you feel.

Think BIG here. Plan an experience that you've been wanting to accomplish and will bring a sense of pride and joy. The type of experience that makes you say, "I did that!"

What's on your bucket list? Travel to Asia, overcome your fear of speaking before an audience, learn to make a perfect pie crust, surf in Hawaii, hike Mt. Rainier...



Give



Occupational Wellness: The ability to get personal fulfillment from our jobs or our chosen career fields while still maintaining balance in our lives. Our desire to contribute in our careers to make a positive impact on the organizations we work in and to society as a whole.



VOLUNTEER AT WELLNESS TEAM EVENTS

5 points per activity

20 points maximum

Volunteering to set-up or clean-up an event is a five (5) point activity.

To participate contact a Wellness Team representative.

Documentation: Sign event volunteer sign-up sheet (a sheet separate from participation sign-up sheet). Wellness team member responsible for each event will track volunteers. Also note on your record the events you volunteer for.

COMMUNITY VOLUNTEER ACTIVITY

1 point per activity

10 point maximum

Documentation: Attach a brief summary of how you give back to the community, what organizations you volunteer with and approximately how many hours you spend.

Volunteering for the City of Oak Harbor Marathon in April counts toward these points. Spend some time at your child's school, or pick up a bag of trash at the beach... the important thing is to give back to your community.



DONATE BLOOD

5 point per activity |
30 point maximum

Documentation: Record date and location of donation on your Wellness Activity Record.

The Wellness Team will send out a notification when we know of upcoming blood drives and opportunities.

Our bodies have approximately 10 pints of blood, just one pint is donated. Donating takes about 1 hour and 15 minutes. **A healthy person can safely donate a pint of blood every 56 days.**



TAKE A VACATION

5 points maximum

No Documentation Required. Just take a vacation, relax and enjoy yourself. Rest and relaxation are an important component to wellness.



WORK LIFE BALANCE

OTHER OCCUPATIONAL HEALTH & SAFETY PRACTICE

1 point per activity | 50 point maximum

Documentation: Attach a summary of your activities and experience to your Wellness Activity Record.

How do you find your work-life balance? Include activities you use to maintain wellness related to your job. Examples: use EAP, unplug at home, get support, flex hours, office ergonomics, wear safety equipment, get your annual hearing/respiratory test, and take regular breaks.

EAP!

EVENT / VACATION PLANNING

Life can be stressful — whether it's personal, family or work challenges. EAP has work-life specialists!

EAP provides confidential counseling on personal issues, including:

- Relationships
- Substance abuse
- Job Pressures
- Grief and loss (estate and funeral planning),
- Parenting
- Stress, anxiety or depression,
- Elder / child / pet care
- Financial services,
- Home repair,
- legal services,
- Purchasing a car, and more!

Check them out online or give them a call: GuidanceResources.com

24 HOURS / 7 DAYS

(800) 570-9315



“Life is like riding a bicycle. To keep your balance you must keep moving.”

Albert Einstein

QuotedCosmos

KEEP TRACK



Track activities and points earned throughout the year by recording them on your Wellness Activity Record. A blank pdf copy is available in the employee drive, a fillable pdf form is also available, paper copies are available from your wellness representative and at the human resource department.



- Attendance sheets are used to verify your record. When attending a wellness event, always add your name to the sign-up sheet.
- Keep a file of documents that must be attached to your record and submitted by December 15th.
 - Screen shot showing you've registered for Health Central.
 - Screen shot of Health Central showing 350 points earned.
 - A copy of the email inviting your spouse to Health Central.
 - Participation notification emails (they arrive after you've registered for, and completed a webinar).
- Prior to submitting your Wellness Activity Record, prepare a document to summarize your experiences during the year:
 - Physical — list months you earned the Membership Fee Incentive \$20 check or summarize your exercise experiences.
 - Intellectual — summarize your experiences for points claimed as Life Long Learning.
 - Social — summarize your experiences for points claimed under Environmental Awareness and write one personal environmental goal for the next year.
 - Spiritual/Emotional — if claiming points, summarize your bucket list experience and your experience that falls under “other”.
 - Occupations — if claiming points, summarize your experiences volunteering, donating blood, and activities/practices you found/used to enjoy a good work-life balance.
 - Remember, that it's not important to be 100% accurate with dates/counts/etc. This is a summary of your year. The form and documentation you submit is **CONFIDENTIAL** and reviewed by HR only. You will not be graded on grammar or form.
 - Be honest. Creating this documentation and sharing your experiences will only benefit you. As you look-back, evaluate and review the year and ask yourself if you were able to do what you wanted to do and if it improved your wellbeing. What can you do differently next year?
- Earning Wellness Leave is very simple when you are actively involved in your personal wellbeing and make an effort to participate in some wellness committee sponsored activities throughout the year.
- When in doubt, ask a Wellness Committee member or Human Resources.



2020 City of Oak Harbor Wellness Activity Record

This form must be completed and submitted to Human Resources no later than December 15, 2020 to earn Wellness Leave in 2021



Date Submitted: _____
(must be submitted no later than December 15th, 2020)

Employee Name: _____
(First and Last)

Department: _____

ELIGIBLE ACTIVITIES -- SEE WELLNESS PROGRAM GUIDE FOR DETAILS

Completed?	Activities and Events	Points Per Activity/Event	Wellness Sponsored Events	Total Possible Points	POINTS EARNED	Documentation (Bold = action required)
ACTIVE on HEALTH CENTRAL -- very important! 50% employee/spouse participation required for WellCity Reward (2% disc. in Medical Premiums)						
<input type="checkbox"/>	NOT AWC TRUST INSURED					<i>Must have City provided medical insurance to qualify.</i>
<input type="checkbox"/>	Registered at Health Central	10	via AWC Trust	10		<i>Confidential participation.</i>
<input type="checkbox"/>	Earn 350 points in Health Central	50	via AWC Trust	50		<i>Confidential participation.</i>
<input type="checkbox"/>	Invite AWC insured spouse	10	via AWC Trust	10		<i>Confidential participation.</i>
Category Totals			0	70		

BE ACTIVE: Physical [completing one (1) health campaign/challenge* is required]

<input type="checkbox"/>	Exercise, 10x/month + Earn \$20	15/mo	Earn \$20/month!	180		List provided via Membership Incentive Coordinator
<input type="checkbox"/>	Exercise, less than 10x/mo	1/activity	N/A	90		Attach summary of your exercise experience
<input type="checkbox"/>	Health Campaign*	20	2	40		Name of Campaign/s:
<input type="checkbox"/>	Flu Vaccine	10	1	10		Sign attendance form at annual sponsored event
<input type="checkbox"/>	Annual Physical Medical Exam	10	N/A	10		Date of Exam:
<input type="checkbox"/>	Biannual Dental Exam	10	N/A	20		Date of Exams:
<input type="checkbox"/>	Annual Optical Exam	10	N/A	10		Date of Exam:
<input type="checkbox"/>	Successful completion of Smoking Cessation Program	80	N/A	80		See Wellness Reward Guide for details
<input type="checkbox"/>	Weight Loss	2 per pound	N/A	80		See Wellness Reward Guide for details
Category Totals			3	430		

KEEP LEARNING: Intellectual

<input type="checkbox"/>	Lunch & Learn	10	TBA	60		Sign attendance sheet
<input type="checkbox"/>	AWC Webinars	10	10	100		Print and attach participation notification emails
<input type="checkbox"/>	Life Long Learning	1	N/A	10		Attach a summary of your experience
Category Totals			10	170		

CONNECT: Social [*participation in one (1) of these events is required]

<input type="checkbox"/>	Planned Social Event	10	2	20		Sign attendance sheet
<input type="checkbox"/>	Department Social Event	10	1	10		Attach a summary of the event
<input type="checkbox"/>	Environmental Awareness	10	N/A	10		Attach a summary of your experience, and Write one personal environmental goal for next year.
Category Totals			3	40		

TAKE NOTICE: Spiritual / Emotional

<input type="checkbox"/>	Practice Stress Management	1	N/A	260		Attach a summary of your program/experience
<input type="checkbox"/>	Plan and complete a 'Bucket List' Experience (see Guide)	10	N/A	10		Specify Activities and Attach a summary of your experiences
<input type="checkbox"/>	Other (Please Specify):	1	N/A	10		Specify Activities and Attach a summary of your experiences
Category Totals			N/A	280		

GIVE: Occupational

<input type="checkbox"/>	Volunteer at Wellness Cmte Sponsored Events	5	TBD	20		Sign-Up Sheet / Wellness Committee Reports
<input type="checkbox"/>	Community Volunteer Activity	1	N/A	12		Specify Activities and attach a summary of your experiences
<input type="checkbox"/>	Donate Blood	5	N/A	30		Date & Location (attach sheet if necessary):
<input type="checkbox"/>	Take a Vacation	5	N/A	5		Just do it! Relax and enjoy, no documentation required.
<input type="checkbox"/>	Work Life Balance / Other	1	N/A	50		Attach a summary of activities, experiences, and practice.
Category Totals			10	117		

POINT TOTAL:

MINIMUM QUALIFICATIONS to earn 8 hours wellness leave: (1) must earn a minimum of 100 points, (2) must choose activities from a minimum of four wellness categories, (3) must complete at least one health campaign during the year (see * above), and (4) must participate in a minimum of one social event.

I confirm that I have completed enough approved activities to earn 8 hours wellness leave for the current period of the Wellness Leave Program and have attached all required documentation. I understand that each eligible participant can earn a maximum of 8 hours wellness leave each year.

Participant Signature _____

_____ Date