

City of Waupaca 2019 Wellness Incentive Program

(Instruction Sheet)

What Is The Wellness Incentive Program- The City of Waupaca Wellness Committee has created a fun and challenging scorecard program incentivizing and challenging employees to enrich their physical and mental wellbeing.

Who Can Participate- The wellness program is voluntarily open for all employees to participate. For those participating, points will accrue for successful completion of various activities. You can participate each and every month OR choose specific months that you would like to join in.

What About My Privacy- Any information provided on the wellness tracking sheet will not be shared with any party and will only be seen by the wellness Coach. No health information will be requested to violate any federal or state laws such as HIPPA or GINA.

When Does It Start And End - We are kicking off the program January 1st, 2019 and it finishes on October 31st, 2019. You can jump in at any time or, take a month off, if you would like, and rejoin when you are ready!

How Do I Get Started- There are 8 segments in which you can accumulate points: Coaching (**C**), ThedaCare Fitness Testing (**FT**), Preventative (**PRE**), Physical Activity (**PA**), Wellness Activity (**WA**), Share Your Story (**SYS**), and Give Back (**GB**). Follow the Participant Master Guide sheet to determine the corresponding points you achieved in each segment. **YOU MUST HAVE YOUR NAME ON THE TRACKING SHEET AND FILL IN ALL AREAS IN THE RED BOX IN ORDER TO HAVE YOUR POINTS COUNTED.**

Something new we are adding this year are small 25-point monthly challenges that will take place 4 months out of the year. The months that these will take place in are March, May, July and September. More information will be sent out when it gets closer to that month. The points that you earn for these small challenges will go towards the overall challenge.

****Required Health Coaching Session**-** There is a required, scheduled, health coaching session to attend (10 points), to be completed by June 28th. E-mail **Kristi Smeaton** at kristi.smeaton@thedacare.org to schedule your coaching session. Fitness Testing: Pre-test (30 minutes at Rec Center and additional 15 minute visit for results). All pre and post-fitness testing completed by August 30th, 2019.

When and Where Do I Turn In My Tracking Sheet- Your monthly tracking sheet is then submitted to a department folder or in the Wellness folder at City Hall, by the **7th of the following month**. (Example: Submit the tracking February sheet by the first Thursday in March.) **Kassandra Humke- City of Waupaca Wellness Coordinator:** khumke@cityofwaupaca.org will be recording the points onto a grand score sheet on a monthly basis. **Attach copy of proof for documentable events such as an eye exam. Please do not e-mail your tracking sheets to Kassandra!**

Monthly Prizes: This year we will have a monthly focus with information coming out to help you learn about the topic. **ANYONE** who turns in a sheet for the month with points will be put in the monthly drawing for a \$50 gift card. Sheets must be turned in on time and filled out correctly to be put into the drawing.

What Are the Levels of Achievement- There are three point levels to strive for, along with incentive prize drawings that correspond to the levels. Participants that accomplish more than **100 points** will automatically win \$25 gift card. Participants that accomplish **200 to 399 points** will automatically win a \$50 gift card. Anyone achieving **400 or more points** will automatically win a \$100 gift card.

When Is The Date Of Prize Giveaway- November 14th, 2019. We will enjoy some lunch and give out the gift cards.

Classification

Prize

Bronze = At least 100 points per calendar year	\$25 Gift Card
Silver = 200-399 points per calendar year	\$50 Gift Card
Gold = 400 + points per calendar year	\$100 Gift Card

Questions?

If you have any coaching questions, please send them to:

Kristi Smeaton- Thedacare Health Coach: kristi.smeaton@thedacare.org

If you have any wellness programming question, please send them to:

Kassandra Humke- Wellness Coordinator: khumke@cityofwaupaca.org

