



City of Glenwood Springs 2020 Employee Wellness Program Guide



Begin Your



Journey Today

Overview for 2020

Wellness Is:

The quality or state of being healthy in mind, body and spirit; a deliberate effort of actively becoming aware and making choices towards a healthy and fulfilling life.

The 2020 Wellness Program continues to help employees take stock in their personal health & wellness by providing well-organized activities that will ultimately increase overall personal wellness. We continue to define the culture of wellness within the City of Glenwood Springs and encourage all employees to take responsibility for their health and well-being.

Maintaining an optimal level of wellness is crucial to living a higher quality life. Wellness matters because everything we do and every emotion we feel relates to our well-being. In turn, our well-being directly affects our actions and emotions. It is an ongoing cycle. In 2020, we will continue to enhance a healthy workplace with wellness-related opportunities and incentivize participation in fun and educational opportunities. Whether it is trying to improve your health or obtain a certain fitness level, the program has something to offer everyone. Employees will gain insight as to what areas they need to improve on in order to achieve and maintain personal wellness. Achieving wellness can increase psycho-physiological well-being, social success, efficiency at work, and overall energy and happiness.

Long-term City Wellness Program Goals:

- *Outcomes Driven* – resulting in a positive physical and behavioral change in the Employee
- Reduction in health care costs
- Increased job satisfaction, morale and productivity
- Increased community center participation
- Reduction in obesity
- Decreased absenteeism due to illness, depression and stress
- Decline in work-related injuries



Program Description

Each predetermined activity/event approved by the Wellness Team will be allocated a time off value. The Wellness Program runs December 1, 2019 through November 30, 2020.

- All full-time employees will be eligible to earn **up to 16.0 hours** of paid time off within the time frame of December 1, 2019 – November 30, 2020.
- Employees may have a maximum of 16.0 hours in their wellness bank at any given time.
- Employees may not accumulate more than 16.0 hours between December 1, 2019 – November 30, 2020.
- The Wellness Program has no cash value and is not paid out upon termination of employment.
- This is a “use it or lose it” benefit. **All hours must be used by December 31, 2020; you cannot roll over hours, or bank hours towards the next calendar year. Plan ahead! No exceptions.**

Wellness Management







The responsibility for the City’s Wellness Program falls within the guidance of the Human Resources Department. Information regarding the Wellness Program will be posted on the Intranet Site, under Human Resources. <https://glenwoodsprings.sharepoint.com/sites/Intranet>

The Wellness Program will be managed through Human Resources, with the assistance of the Wellness Team. The Wellness Team will develop and promote the program. The team will have meetings throughout the year to evaluate program effectiveness and suggest changes to maintain interest. The goal of the team is to create a low maintenance, effective yet easily operable program that fits the health and wellness needs for the City’s employees. Wellness Team Email: wellness@cogs.us





The 2020 Wellness Team

Dana Peterson	Human Resources Director	384-6429
Mariah Chastan	Administrative Assistant II Human Resources	384-6412
Kerry Swanson	Human Resources Generalist	384-6408
Taner Arroyo	Assistant Computer Tech	384-6442
Missy Castaneda	Guest Services Supervisor Parks & Rec.	384-6301
Nathan Mohrmann	Crew Leader Parks & Rec.	384-6368
Elizabeth Malloy	Utilities & Payroll Manager	384-6455
Hannah Klausman	Acting PIO	384-6407
Kacee Stewart	Police Records Clerk	384-6523
Jennifer Hess	Assistant Meter Technician	384-6328
Chris Classen	Water Utility Worker IV	989-3515
Andrew Coe	Athletics Supervisor	384-6318
Sara Weigel	Executive Admin Asst	384-6449
Linda DuPriest	Transit Planning & Development Lead	384-6437

Wellness Activities

Activity	Description/ Documentation	Wellness Time Off Value
<p>Annual Physical and Routine Exams</p> 	<p>Attach evidence of an annual physical and other routine health exam by a licensed physician to the Reimbursement Log. Examples of health exams include:</p> <ul style="list-style-type: none"> • Routine mammograms, • Routine prostate exams, • Routine colonoscopy for 50 years and older, etc. <p><i>Routine exams are generally given once per year on a regular basis.</i></p> <p>Note: CDL Physicals do not qualify as they are requirements for the job.</p>	<p style="text-align: center;">2.0 Hours</p> <p style="text-align: center;"><u>Limit 2 per calendar year</u></p> <p style="text-align: center;">You will be able to get credit for your yearly physical and any other routine exam you do during the year.</p>
<p>Dental Exam</p> 	<p>Attach evidence of a bi-annual dental cleaning to the Reimbursement Log.</p>	<p style="text-align: center;">1.0 Hour</p> <p style="text-align: center;"><u>Limit 2 dental cleanings per calendar year.</u></p>
<p>Vision Exam</p> 	<p>Attach evidence of an annual eye exam to Reimbursement Log.</p>	<p style="text-align: center;">2.0 Hours</p> <p style="text-align: center;"><u>Limit 1 per calendar year</u></p>
<p>Biometric Screening</p> 	<p>Attach evidence of both an annual biometrics screening through the CEBT clinic, local lab, or biometrics screening set up by the City and the follow-up visit with the physician to learn about your results. Partial credit is allowed.</p>	<p style="text-align: center;">2.1 Hours</p> <p style="text-align: center;"><u>Limit 1 per calendar year</u></p>
<p>Walking Weekdays +1!</p> 	<p>You and a co-worker pick the time and place to walk any day of the work week <i>plus</i> another day each week. You must walk with a co-worker for at least 15 minutes and a total of 24 weekdays to receive credit.</p> <p>You may walk by yourself on your 12 “other” days if you wish. Attach the signed Walking Weekdays +1 log to the Reimbursement Log.</p>	<p style="text-align: center;">3.0 Hours</p> <p style="text-align: center;"><u>Limit 2 per calendar year</u></p>
<p>5k, 10k, Triathlon, etc.</p> 	<p>Participating in a community walk/run event such as:</p> <ul style="list-style-type: none"> • Relay for Life • MS Walk • Susan G. Komen, etc. <p>Distance can be measured in 5k and/or 60 minutes total. Attach documentation of participation to the Reimbursement Log.</p>	<p style="text-align: center;">2.0 Hours</p> <p style="text-align: center;"><u>Limit 2 per calendar year</u></p>
<p>Fitness/Classes</p> <p>The City of Glenwood offers every full-time employee access to the Community Center!</p>	<p>To obtain your workout history from the Community Center login to their web portal and print your workout information. If you choose to work out on your own, use free apps on your smartphone to track your workouts. For example, Strava and MapMyRun both provide workout summaries to print and submit to HR.</p> <p>You must exercise for at least 30 minutes 3x, or 20 minutes 5x per week per week for a period of 4 weeks in order to receive your hours.</p>	<p style="text-align: center;">1.0 Hours</p> <p style="text-align: center;"><u>Limit 4 per calendar year</u></p>

Intermittent Wellness Activities

Activity	Description/ Documentation	Wellness Time Off Value
Volunteer Hours 	Volunteer for 1-hour 5x to receive Wellness Hours (local schools, hospitals, local organizations). Attach signed receipt or Volunteer Log.	1.0 Hour <u>Limit 2 per calendar year</u>
Health Fair 	Participate in a Health Fair that conducts basic health screenings such as blood chemistry, height and weight, blood pressure, vision. Attach receipt to the Reimbursement Log. Do NOT attach your results, please. <i>*Health Fair screenings do NOT count as a Physical with a physician – you may not “double up” hours. *</i>	2.0 Hours <u>Limit 1 per calendar year</u>
Learn at Lunch 	Participate in Learn at Lunch events on a monthly basis and earn 1 hour per event. (See attached calendar) <u>Signature on sign in sheet at the event is the required documentation.</u>	<u>Learn at Lunch participants will be able to earn 1 hour for each event</u>
Recreation League Play 	Participating in Recreation League Play (Softball, Volleyball, Kickball, Ice Hockey, Bowling, Golf etc.) Participants must provide documentation to receive the 1 hour. <i>*The participant will be able to earn an hour for Fall, Winter and Spring Recreation League Sports.</i>	1.0 Hour <u>Limit 3 per calendar year</u>

Suggestions/Comments

If you have an idea, comment or suggestion for future events/activities, please give us a call or send us an email. It is our goal to provide employees with the best Wellness Program we can offer. We will discuss all ideas/comments during our Wellness meetings.

Documentation, Receipts, Logs and Instructions for Requesting Wellness Time Off

FT Employees may earn up to 16 hours December 1, 2019 – November 30, 2020. FT Employees cannot have more than 16 hours in their wellness bank at any given time. Employees will need to plan accordingly to receive the maximum benefit. Please be aware that this is a “use it or lose it” benefit and hours must be used by the end of the calendar year (December 31, 2020).

- Wellness Time off is granted subject to the needs of the Department, and subject to Manager’s approval. **Please plan ahead.**
- To request Wellness Time off, employees need to utilize the “Request Time Off” section in Employee Self Service (ESS).
- Documentation Needed:
 - For routine annual exams attach a copy of the actual receipt showing date of service.
 - For events such as a Fitness/Wellness Challenges, employees must submit some type of log that documents daily activity, as well as a certificate of completion. It must be a print out from your workout facility or a print out from a wellness tracking program.
- All documentation for any type of reimbursement must be submitted to the Human Resources Department. Wellness Reimbursement Logs that are submitted without the properly attached receipts and/or certificates will be returned to the employee.
- **Employees are strongly encouraged to turn in their Wellness Reimbursement Logs as they earn their hours. Please remember that hours earned through the months of December 2019 and November 2020 must be used by December 31, 2020.**
- Employees may submit Wellness Reimbursement Logs as activities are completed. Human Resources will calculate and approve each reimbursement log, and then notify the Finance Department of the amount to apply to each employee’s Wellness Accrual (Time Off) Bank.
- Wellness hours will be credited on the 1st of the month following the month the employee submitted log to Human Resources.
 - Example: A log turned into Human Resources on Sept. 3rd; hours will be available to use on Oct. 1st. Hours may not be used until they are posted by the Finance Department.
- It is the responsibility of the employee to retain their own copies of submitted documentation.
- This Wellness Guide, as well as all forms, can be found on the HR Intranet site <https://glenwoodsprings.sharepoint.com/sites/Intranet>

2020 Wellness Reimbursement Log

Use this form to record all Wellness Activities. All forms must be submitted to Human Resources Department. Wellness Time Off will be credited to employee accounts at the end of each month. All benefits must have receipts/documentation attached to qualify for reimbursement.

Employee Name: _____ (Please print clearly)

Wellness Activity	Notes	Paid Time Off Hourly	Redeem as: Time off
Annual Routine Exams <i>Limit 2 per calendar year</i>	Attach receipt for annual physical or another routine preventative exam by licensed medical professional.	2.0	
Health Coaching <i>Limit 2 per calendar year</i>	Attend 6 Health Coaching Sessions at our CEBT clinic. Must show documentation.	3.0	
Dental Exam <i>Limit 2 per calendar year</i>	Attach receipt for dental exam and cleaning.	1.0	
Vision Exam <i>Limit 1 per calendar year</i>	Attach receipt for vision exam.	2.0	
Biometrics <i>Limit 1 per calendar year</i>	Attach documentation of lab report and or follow-up exam	2.0	
5k, 10k, triathlons, etc. <i>Limit 2 per calendar year</i>	Attach documentation of participation.	2.0	
Walking Weekdays +1 <i>Limit 2 per calendar year</i>	Attach Walking Weekdays +1 log to Wellness Reimbursement Log	3.0	
Health Fair <i>Limit 1 per calendar year</i>	Attach documentation of attendance.	2.0	
Volunteer <i>Limit 2 per calendar year</i>	Volunteer for 1-hour 5 times (schools, hospitals, local organizations). Attach signed receipt or Volunteer Log.	1.0	
Wellness Event <i>Unlimited. Earn 1 hour for each.</i>	Sign attendance sheet at event. No event may be counted more than once.	1.0	
Fitness/Classes <i>Limit 4 per calendar year</i>	Exercise at least 30 minutes a day/3 x a week for 4 weeks. Attach fitness log to reimbursement form.	1.0	
Recreation League Play <i>Limit 3 per calendar year</i>	Approved Recreation League to receive hours.	1.0	
Community Center Activities <i>Limit 3 per calendar year</i>			

Wellness hours will be credited on the 1st of the month following the month the employee submitted log to Human Resources.

***Example: Log turned into Human Resources on Sept. 3rd; hours will be available to use on Oct. 1st. Hours may not be used until they are posted by the Finance Department.**

Employee Signature: _____ Date: _____

Disclaimer

Subject to the discretion of the Wellness Committee, we may announce additional activities/events throughout the year. We will furnish guidelines/descriptions and incentives when a new activity is announced. We will post all additional activities under the Wellness Section of the HR Intranet, as well as send out a general announcement by email. The Wellness Committee may also modify or eliminate individual challenges and events at their discretion.

Walking Weekday +1 Log



Employee Name: _____

Department: _____

	Date:	Printed Name of Co-Worker you walked with	Date:	+1 Day that you walked with or without Co-Worker	Signature of Co-Worker
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

***Attached completed Walking Weekday Log to the Reimbursement Log and submit to HR.**

Volunteering Log



Employee Name: _____

Department: _____

Date	Organization	Tasks/ Project	Total Hours	Coordinator's Printed Name	Coordinator's Signature & Date	Coordinator's phone number/email
1/4/2020	School/hospital /local non- profit/other organization	<i>brief, general description of tasks/proje ct (i.e. chaperoned field trip, sorted donated items, etc.)</i>	2 hours	John Doe	<i>John Doe Jan 1, 2019</i>	970-555-5555 johndoe@email.com

Volunteer five hours to receive one wellness hour (limit of two per calendar year).
Attach completed Volunteer Log to Reimbursement Log & submit to HR

Fitness Log



Employee Name: _____

Department: _____

Month: _____ Activity: _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1							
Week 2							
Week 3							
Week 4							

Month: _____ Activity: _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1							
Week 2							
Week 3							
Week 4							

Month: _____ Activity: _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1							
Week 2							
Week 3							
Week 4							

Month: _____ Activity: _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1							
Week 2							
Week 3							
Week 4							

I acknowledge that I have exercised for at least 30 minutes for each day that is marked. _____ Initials

Exercise at least 30 minutes a day/3 x a week for 4 weeks. Attach fitness log to reimbursement form. *(Limit 4 per year).*

Attach completed Fitness Log to Reimbursement Log & submit to HR