

VILLAGE OF WESTON

RESOLUTION NO. VW-15-17

A RESOLUTION, adopting the Wellness Committee's policy statement and reporting program to be included in the Personnel Policies and Procedures Handbook.

WHEREAS, A Wellness Committee was formed and was directed to create a policy statement and an outcome focused, performance based Wellness Program;

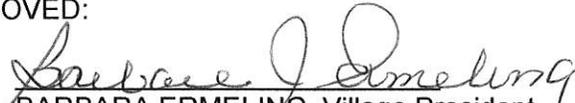
WHEREAS, the Wellness Committee met over several months to develop the policy and the procedure for recording activities;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees for the Village of Weston that the Wellness Policy Statement and the outcome, performance based Wellness Program, attached hereto, shall be adopted and approved;

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 15th day of the month of June, 2015.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

APPROVED:


BARBARA ERMELING, Village President

ATTEST:

By: 
SHERRY WEINKAUF, Village Clerk



Wellness Employee Discussion Group

Wellness Policy Statement

Policy

The Village of Weston will offer programs that empower employees to take initiatives that will lead them on the way to wellness.

Plan

To offer programs that focus on the primary components of a healthy lifestyle and empower employees to take initiatives that will lead them on the way to wellness.

Objective

Improved job performance, increased work satisfaction and reduced healthcare and insurance costs.

Components

A Wellness Employee Discussion Group, created at the request of the Village Board of Trustees, comprised of Village staff from various departments, and is charged with developing activities and programs to promote healthy lifestyle choices.

Employee Participation

Participation is voluntary, and employees may pick and choose activities as desired.

Some programs and activities have nominal costs associated with participation.

Activities will be offered primarily during non-work hours, such as lunch, or before or after business hours. Participation in activities offered during business hours must have the approval of the department head.

Incentives will be offered to reward participation in wellness activities through a point system. All incentives will be offered in accordance with the Village of Weston Employee Handbook.

Liability

Participation in wellness activities is voluntary, and the Village of Weston is not liable for injuries sustained to employees during their participation in these activities. Please note that before embarking on any physical activity program, employees should receive medical clearance from their physician.

Resources

Village personnel, buildings, and properties will be used as available, along with outside vendors and Village insurance providers. The Committee will request Village funds and pursue grants to fund wellness initiatives.



Village of Weston Wellness Program Reporting

Print Name _____ Date _____

Quarter Reported (Please Circle) Dec-Feb March-May June-Aug Sep-Nov

This form must be submitted the first Friday of March, June, September, and December

Prevention and Education (200 Points Needed per Year)	Points (Based on a Year)	Points Earned this Year
Physical Exam (one time per year) - such as one done through a medical doctor's office	75	
Complete Online Health Risk Assessment through Village Health Insurance provider (one time per year) - questionnaire	60	
Complete Biometric Testing (Village sponsored one time per year) - physical test	60	
Wellness Session Discussions – Live or Recorded (4 offered per year, 10 points per session) – need to decide what four session discussions to offer.	40	
Dental Exam/Cleaning (10 points per cleaning, up to 2 times per year)	20	
Design a Village Wellness Challenge that is Approved and Implemented by Safety/Wellness Committee (one time per year)	20	
Take a Vacation 5 working days in a row (one time per year)	10	
Other Preventative Exams, Not Covered under Physical Exam (ex. Dermatology exam)	10	
Maintain or Better your Biometric Score	5	
Submit an Article for Employee Newsletter that is Approved by Safety/Wellness Committee (one time per year)	5	
Prevention and Education Suggestion that is Approved by Wellness Committee	5	
Vision Exam (one time per year)	5	
Flu Shot (one time per year)	5	
Hearing Exam (one time per year)	5	
Get a Massage (two times per year, 5 points each)	5	
Receive an Adjustment at a Chiropractor Office	5	
Total Points this Year for Prevention and Education – 200 points needed for the year		

Activity (60 points needed per quarter)	Points (based on a quarter of the year)	
Log 40 hrs of physical non-work activity for the quarter	40	
Log 20 hrs of physical non-work activity for the quarter	20	
Record Steps/Miles Weekly (1 point/week)	13	
Reach 70k (10,000 steps) or 35 miles weekly (3 points per week)	39	
Reach 50k (7,142 steps) or 25 miles weekly (2 points per week)	26	
Weight Challenge		
Lose weight in the quarter	15	
Maintain weight for the quarter	10	
Non-Smoker	15	
Completing a Smoking Cessation Program	30 (per year)	
Village Voluntary Wellness Challenges		
Physical Fitness Challenge	15	
Educational Session Challenge	15	
Make a Healthy Lifestyle Choice – Examples include: Drink 48-oz of water daily, eat 5 or more servings of fruits and vegetables daily, cut out fast food, cut out soda, get 8 hours of sleep per night, etc. (max. of 10 points per quarter)	10	
Participate in a Volunteer Activity (min. of 2 hrs, once per quarter)	10	
Publicly Sponsored Fitness Events – run, tri, walk, bike (10 points per event, max of 3 per quarter)	10	
Read a book (one time per quarter)	5	
Total Points this Quarter for Activity – 60 points needed per quarter		

I verify all information is truthful _____
Signature



Wellness Employee Discussion Group

Wellness Program Overview

Why Wellness?

The health of you and your family is important. The wellness program is designed to create awareness and encourage you to take steps towards a healthy lifestyle. By participating, not only will you hopefully feel better, but it will also help reduce your risk factor for diseases and other health concerns. Being healthy is beneficial for everyone because those on the health plan are evaluated together for insurance premiums. Healthier employees and plan participants can lead to lower insurance premiums.

Program Overview:

The wellness program is divided into the two areas of Prevention Education and Activity.

* *Prevention/Education*

** The goal of this area of the program is to help you identify habits, goals and objectives to work on in the second part of the program, activity.

* *Activity*

** All employees are encouraged to be active in their daily lives. Fun challenges will take place throughout the year to encourage group participation in an activity.

Who Can Participate?

Any employee is welcome and encouraged to participate in any of the wellness program activities. You will need to indicate your participation by _____, 2015. All employees on the health insurance plan are eligible through participation in the program to pay lower insurance premiums. In addition, all employees not on the health plan are encouraged to participate in wellness. Below are the points that are needed for employees for reduced health insurance premiums or increased buyouts. The attached document details the opportunities for earning points.

Points Needed	Payment on Health Insurance Premiums (For those on Health Plan)	Buy Out (For those not on Health Plan or not on full plan for which they are eligible)
No participation in Wellness	___% of health insurance premiums	___% of health insurance premiums
Employee earns 200 points for Prevention and Education for the year	___% of health insurance premiums	___% of health insurance premiums
Employee earns 200 points for Prevention and Education for the year and earns 60 points per quarter for Activity	___% of health insurance premiums	___% of health insurance premiums
Employee and their spouse/state registered domestic partner each earn 200 points for Prevention and Education for the year and each earn 60 points per quarter for Activity. [Employees who do not have a spouse/state registered domestic partner are also eligible for this level]	___% of health insurance premiums	___% of health insurance premiums.

Wellness Program Reporting:

Wellness program points are reviewed each quarter. The quarters are December-February, March-May, June-August, and September-November. Everyone is responsible for reporting the points earned for a quarter on the attached reporting sheet. These need to be submitted by the first Friday of March, June, September and December. The forms may be provided to Sherry Weinkauff, Village Clerk, in person or by e-mail sweinkauff@westonwi.gov.

Anyone who is not able to meet the minimum number of points for a certain quarter will pay the health insurance premiums or receive a buy out at the level at which they qualify which will be retroactive back to the beginning of the quarter. You are eligible to be back in the program or increase your participation for a future quarter.

Should circumstances arise where a person is unable to physically complete the wellness tasks to earn enough points, they can submit appropriate documentation. In addition, new employees will pay the full 25% premium for the quarter in which they start and are eligible to begin the program the following quarter. The number of Prevention and Education points will be pro-rated accordingly.

After one year of successful completion of the program, employees can earn 10 bonus points to be used in the following year.

How was the program created?

The wellness program was created at the request of the Village Board of Trustees, with assistance of the Wellness Employee Discussion Group. It was adopted by the Board of Trustees on _____, 2015. Any employee is welcome to submit ideas or feedback to the Wellness Employee Discussion Group at any time on the program.