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**2023 LFCHD Employee Wellness Program Guide**

Congratulations on your decision to participate in the 2023 LFCHD Employee Wellness Program! This document provides an explanation on how the program works.

* This program is for all LFCHD employees and is separate from the Kentucky Employee Health Plan (KEHP) StayWell wellness program. **Any LFCHD staff member can participate in the LFCHD Employee Wellness Program.**
* The dates for the program are **January 1, 2023**, to **December 31, 2023**. Documentation for all program activities is due by **January 19, 2024**.
* Participating employees eligible to earn paid time off (working ≥ 23 hours per week) will be able to redeem wellness points for Wellness Time Off.
* Employees who are not eligible for paid time off (working less than 23 hours per week, or standby) can still participate in LFCHD Employee Wellness Program challenges and activities, but are not eligible to earn Wellness Time Off. These employees are still eligible to win activity-specific prizes.
* LFCHD will provide annual biometric screenings for LFCHD employees. Employees MUST participate in biometric screening in order to participate in the LFCHD Wellness Program.

**POINT SYSTEM**

A variety of wellness-related activities are available to choose from, each with a different number of allotted points. You can choose the activities that appeal to you and then provide documentation of completing the activity to earn points. There are a total of 2,780 points available, but you can only earn a limited amount of points per category. The totals in **RED** are the maximum amount of points you can earn in each category.

**1,000 points = maximum points you can redeem in one full program year.**

• For every **25 points** you accumulate you may select **1 hour of paid time off**. The maximum allowable paid time off is 40.0 hours per calendar year.

• You will be able to earn a maximum of 1,000 points for wellness year cycle (January 1, 2023 - December 31, 2023). Wellness time off will be granted with supervisor approval.

• Your points will be good for the wellness year cycle. Points will not roll over.

• Points not redeemed by February 9, 2024 will be eliminated.

• To earn wellness points for activities completed outside of work, employees must submit personal documentation of activities to Ruben Perez. Please send hard copies of documentation using the LFCHD internal-mail system. Offsite employees can scan their documentation and email it to wellness.lfchd@lfchd.org.

***NOTE: If you are unable to participate due to an existing health condition, disability, or impairment, please notify HR or Ruben Perez at*** ***ruben.perez@lfchd.org******. The LFCHD Employee Wellness Program will work with you to develop a suitable alternative that is compliant with ADA and HIPAA.***

**LFCHD Worksite Wellness Program Activities**

***Activity Categories and Requirements Potential Points\_***

**EXERCISE (choose from “A” or “B”) Max 450 points**

“A” Gym (YMCA, LAC, etc.) attendance - minimum 8x/month (20 points per month) 240 points

“B” Personal Exercise Program\* - minimum 8x/ month (10 points per month) 120 points

\**Example: home workout routine, walking/running/biking, exercising with fitness videos*

Official Fitness Event\* (5k/marathon/bike race/registered event) - 25 points/each 100 points

\**Limit of four (4) per year*

Sport Leagues\* (softball, tennis, basketball, bowling, etc.) - 10 points per month 60 points

\**Limit of 6 months per year*

Employee Spring Walking Program \*50 points

Employee Fall Walking Program \*50 Points

(*\*Walking points dependent of level acquired at the end of the walking program*)

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**DISEASE PREVENTION OR MANAGEMENT (choose from below) Max 450 points**

**PROGRAMS** (choose from below)

Diabetes Prevention Program (DPP) – minimum of 16 core weeks (10 points per week) 160 points

Diabetes Self-Management Education and Support (DSMES) – complete the program 100 points

Tobacco Cessation Program – complete the program 100 points

Weight Watchers Meetings or Online – 10 points per month 120 points

Recharge Moment Stress Management Program- 10 points per month 120 points

Maintain Not Gain Holiday Challenge 100 points

EWC Group Weight Loss Challenge and Be Fit Program – complete the challenge 100 points

Health Classes – 25 points/each 100 points

LFCHD Garden Program - 20 points per 1 hour work 200 points

LFCHD Water Challenge 100 points

**LFCHD EVENTS** (in person events)-choose from below

LFCHD Employee Health Fair 25 points

We Heart Employees Event 25 points

Winter All Staff Meeting 25 points

**GROUPS** (choose from below)

Diabetes Support Group – 10 points/each – max of 10 per year 100 points

Arthritis Support Group – 10 points/each – max of 10 per year 100 points

***Activity Categories and Requirements Potential Points\_***

**PREVENTIVE EXAMS and SELF-CARE (choose from below)**  **Max 200 points**

General\*- physical, dental, vision, skin, colon – 1 per year/each – 25 points/each 100 points

\**Max of four (4) per year*

Female\*- Pap smear, mammogram, osteo screen – 1 per year/each – 25 points/each 100 points

*Max of four (4) per year*

Male- prostate – 1 per year 25 points

Immunizations for Preventable Diseases\* - 25 points/each 100 points

\**Max of four (4) per year*

EAP Services - 10 points per visit – max of 8 visits/year 80 points

Breast Feeding - minimum 8x/ month (10 points per month) 120 points

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**VOCATIONAL (choose from below)** **Max 150 points**

Employee Committees – 5 points per meeting, max 5 meetings/year 25 points

LFCHD Development Library\* (*rental of any material*) – 5 points/each 50 points

\**Max of 10 rentals per year*

Program Donations\* - 25 points/each (LFCHD sponsored programs only) 100 points

\**Max of four (4) per year*

Blood Drive Participation\* - 25 points per completed donation          50 points

\**Max of two (2) donations per year*

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**BIOMETRIC SCREENING Max 200 points**

Biometric Screenings – 100 points each, max two (2) screenings/ year 200 points

**TOTAL ALLOWED REEDEMABLE POINTS PER YEAR = 1,000**

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