

POLICY RE: EMPLOYEE WELLNESS PROGRAM/
 KETTERING EMPLOYEE EXERCISE PROGRAM (K.E.E.P.)
 DATE REVISED: FEBRUARY 2014
 AUTHORITY: CITY MANAGER/HUMAN RESOURCES

EMPLOYEE WELLNESS PROGRAM
 (FULL-TIME EMPLOYEES AND VOLUNTEER FIREFIGHTERS ONLY)

The Employee Wellness Program is a free program offered to all full-time employees and volunteer firefighters (families and retirees are not eligible for this program). The objectives of program are to:

- Improve the overall health, physical and mental wellness of the City of Kettering’s work force.
- Foster positive employee morale and relationships.
- Reduce health care costs for employees and the City of Kettering.
- Invest in employees who invest in the City.

Kettering’s Employee Wellness Program is designed to help all full-time employees achieve their fitness and wellness goals. Plus, all full-time employees who are realizing a reduction in their Health Savings or Health Reimbursement Accounts will have an opportunity to earnback \$250 towards their HSA or HRA Accounts. Those who earn at least 420 activity points and 80 non-activity points from November 1 through October 31 of the following year will be eligible for the earnback. All employees must take part in the Health Risk Assessment conducted through the Kettering Health Network. Upon completion of the assessment, they will be eligible for either a free fitness or pool pass at the Kettering Recreation Complex or Kettering Fitness & Wellness Center. More information is available on the City’s website.

REGULAR PART-TIME/PART-TIME EMPLOYEES—While the Employee Wellness Program is not available to regular part-time and part-time employees; they are eligible to purchase a fitness pass at the Kettering Recreation Complex or the Kettering Fitness and Wellness Center at a reduced cost. Employees with passes may also purchase a pass for spouse/immediate family member at the same discounted rate. See chart below. For other pass discount options, review the K.E.E.P. program information further in this section.

PASS COST

Full Time	Cost – Must go through Health Assessment	Regular Part Time	Cost	Part Time Temporary	Cost
Fitness or Pool Pass Main Pool	Free - Full-time employee can choose either the Fitness or the Pool pass.	Fitness Pass Cost	\$100	Fitness Pass Cost	20% deduction from and Fitness Pass
Combination Pass Upgrade	\$78.00				
Free Screenings		Pay for Screenings			

PROGRAM COMPONENTS (Full-Time Employees/Vol Firefighters Only)

Health Assessments

Health Assessments will be conducted through the Kettering Medical Center. These assessments are completely confidential. The goal of the Health Assessment is to identify potential health risks that may need to be addressed before beginning an exercise program. The Kettering Medical Center will communicate directly with the employee regarding the results. The HRA includes:

- Lifestyle Questionnaire
- Physical Tests
- Cholesterol, Blood Pressure and Body Fat Screenings
- Flexibility Test

The Health Assessment is not required for employees to participate in the Employee Wellness Program; however, it is required to receive a free fitness pass. An employee can work out on his/her own (running, biking, working out at other facilities) and submit those activities for participation points without completing a Health Assessment. But if an employee wants to use City of Kettering facilities for free as part of the program, he/she must complete the Health Assessment.

Whether or not the employee wants a free pass, completing the HRA can provide valuable information concerning the employee's health.

Education

Wellness, fitness and nutrition lectures will be held throughout the year, usually during the lunch hour. Topics will be determined based on suggestions by employees and the Wellness Committee.

Activity

Once the HRA is completed, employees will receive a free annual pass to both the Kettering Recreation Complex and the Kettering Fitness & Wellness Center. If an employee is not ready to work out at the fitness center, the employee can begin his/her personal wellness program by simply walking two or more days a week at home or at the office with co-workers.

Health Screenings

Various health screenings will be held throughout the year at several locations including the Government Center, Kettering Recreation Complex and the Kettering Fitness & Wellness Center.

Incentive Program

There are several ways through the Incentive Program that employees can earn gift certificates.

Wellness Employee of the Month

The Wellness Committee will select a Wellness Employee of the Month. Winners will receive a \$50 gift certificate. The award will be given to employees who:

- Demonstrate active participation and leadership/encouragement in the program.
- Experience significant personal success (examples include achieving weight loss goals, quitting smoking or improved physical condition).

Wellness Event Awards

At wellness events throughout the year, participating employees in attendance will have the chance to win a \$50 gift certificate. Events include:

- 6 screenings (blood pressure excluded)
- 4 out of 10 lectures

Point System

Point system is outlined on the website:

<http://www.ketteringoh.org/wp-content/uploads/2013/04/Wellness-Points-System.pdf>

*Diabetics requiring constant screenings are able to claim 5 points per quarter.

How to Get Started

1. Employee should schedule Health Assessment appointment with Human Resources. If employee does not wish to participate in the Health Assessment, the employee can register for the participation component by going to the Kettering Recreation Complex or Kettering Fitness & Wellness Center.
2. Employee begins his/her activity and tracks points using the participation log. Copies of the forms can be obtained online by going to the City's website:
The Barn:
<http://www.ketteringoh.org/wp-content/uploads/2013/04/Participation-Log-Excel.xls>
The City's website/HR page:
<http://www.ketteringoh.org/wp-content/uploads/2014/01/Wellness-Participation-Log-Fill-in-Form.pdf>
3. Employee may attend future health screenings and lectures to earn even more points.
4. Employee gets healthy, loses weight, improves his/her physical condition, feels better!

KETTERING EMPLOYEE EXERCISE PROGRAM (K.E.E.P.)/
ALTERNATIVE TO EMPLOYEE WELLNESS PROGRAM

Volunteers meeting specified requirements or employees not eligible or not participating in the Employee Wellness Program above are entitled to a 20% reduction in the current resident rate.

NOTE: Discount is for the passes listed below; it is not for classes. If employees or volunteers are paying for a class, the cost will be the resident rate, whether they live in Kettering or not. The discount applies to the following fitness options:

1. Annual Fitness Room Pass* (Valid at both Fitness Centers)
2. Seasonal Pool Pass
3. Seasonal Skate Pass
4. Annual Aerobics Pass
5. Drop-In Gym Pass
6. Combination Pass

*Exception: See Pass Cost listed under Employee Wellness Program for fitness room pass.

WHO'S ELIGIBLE FOR THE 20% DISCOUNT

All current employees, including volunteer firefighters and ACTIVE volunteers and their immediate families. For the immediate family members to qualify for the incentive program, the employee or volunteer must also purchase/own one of the passes listed above. [Immediate family members must be living at the same address and include mother, father, son and daughter only.] Volunteers must have contributed at least 100 hours of volunteer services to the City and be currently active. Before purchasing a pass, volunteers must receive written notification from the Volunteer Office concerning their eligibility. The written notification must be dated and used within a year.

WHAT'S THE COST

All persons eligible for the fitness incentive program will receive a 20% reduction in the cost of the pass(es). (Discounts are applied toward the resident rate and cannot be used in combination with an Early Bird or Mid-Season discount.)

WHERE TO BUY THE PASSES

All passes must be purchased at the Kettering Recreation Complex (2900 Glengarry Drive) or the Kettering Fitness and Wellness Center (3351 Shroyer Road, Trent Arena) with payment due at the time of registration. All employees must present their City employee identification card to purchase a pass (I.D.s are available through Human Resources). Immediate family members must have the employee present at the time of the purchase. Note eligibility requirements above. Volunteers must bring written notification from the Volunteer Resources Office with them when purchasing a pass.

For further information about the Fitness Incentive Program, contact the Parks, Recreation and Cultural Arts Department at 296-2454.

*Note regarding resident rate: All people who live within Kettering city limits or work at a business within the Kettering city limits pay Kettering taxes; therefore, all City of Kettering employees (regardless of where they live) qualify for the resident rate plus discount as noted above. Our ACTIVE volunteers, with over 100 hours, are given the same rates and consideration of an employee. Even if they are not residents of the city, our volunteers give their time and talent to the city and should be treated with the same regard as employees.



EMPLOYEE WELLNESS PROGRAM/K.E.E.P PASS INFORMATION

PASS INFORMATION: FULL TIME STAFF

Full Time employees who have completed both phases of the Health Risk Appraisal process will be put into the computer (Jim will provide information for input by our staff). Staff will have the choice of either a Fitness Pass - EMPFIT or a Pool Pass – EMPPL. Employees who do not have existing passes are being instructed to bring a valid drivers license when they come in to establish their pass (they will already be in the system).

Note: When passes are processed in Rec Trac (put in), three passes will be sold: EMPWL, EMPNA and EMPFIT (unless the employee specifies a swim pass instead of a fitness pass and then an EMPPL pass will be sold). All three passes should be set to expire on 03/31/2013, regardless of when they are processed.

Employees who wish to purchase a Combination Pass can do so, add EMPCB to either their Pool or Fitness Pass. The cost of a Combination Pass is a flat \$68.00 per employee. The employee MUST pay the \$68.00 at the time of purchase. This pass should be set to expire on 03/31/2013 and will not be pro-rated.

HOW ARE THE PASSES PAID FOR?

If an employee wishes to purchase a Pool or Fitness pass, please leave the fee as is, and indicate that they paid \$0 on the Payment Screen. If they wish to purchase the Combination Pass, they can do so by paying the \$68.

PASS INFORMATION: REGULAR PART-TIME STAFF

Regular Part time Staff are eligible to purchase a Fitness Pass for \$85.00 per year. They are also eligible to attend lectures at no cost and screenings at the City's cost. Please sell them an EMPFIT pass only for \$85.00 in their appropriate FIT Household. The employee MUST pay the \$85.00 fee at the time of purchase. Verification of Regular Part time Status can be obtained through the staff person's Supervisor.

If regular part-time staff wish to purchase a combination pass, they must purchase an EMPFIT pass for \$85 and the EMPCB pass for \$68... a total of \$153 (still cheaper than the K.E.E.P. discount of a Combination Pass). The employee must pay the \$153 at the time of purchase.

PASS INFORMATION: PART-TIME TEMPORARY STAFF – K.E.E.P. Program

Part time TEMPORARY Staff are eligible to purchase a Fitness Pass for 20% off of the regular price. They are also eligible to attend lectures at no cost and screenings at the City's cost. Please sell them a regular Fitness Pass at the discounted rate in their personal RecTrac Household. The Employee will pay the fee for the Fitness Pass at the time of purchase.

WHERE TO BUY THE PASSES

Passes can be purchased at the KFWC and or Kettering Recreation Complex.

WHAT ABOUT THE FITNESS ORIENTATION AND PAPERWORK?

Employees, who do not have a current Fitness Orientation, are required to fill out the necessary paperwork at either Facility. Staff will then add a Fitness Orientation Pass to the household member.

WHAT ABOUT SPOUSES?

Spouses are entitled (as in the past according to the K.E.E.P. Program) to purchase any Season and or Year round Pass at a 20% discount, provided that the employee has an existing pass. The Passes will still be sold in the individual's current household (not the FIT household).

<p>FAQ: Questions regarding spouses and the sale of their passes have been coming up frequently so I wanted to address some of the more common questions.</p> <p>Does the spouses have to take the HRA in order to get their upgraded fitness pass? No. -Spouses pay cost for all the services offered to employees through the Wellness program so they can pick and choose what they participate in.</p> <p>How do I sell a spouse a pass? An employee's spouse should be sold a regular fitness pass at the K.E.E.P. rate=20% discount. Remember that the employee must have a pass for the spouse to receive the discount.</p> <p>These are just a few questions but seem to be some of the most common for the questions about spouse participation. If you have further question please see Jim or Sonja.</p>
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WHERE ARE THE HOSHEHOLDS LOCATED? – The Households are listed under the last name of “FIT”.

FIT,ADM SUPPORT	101751	A (937)296-2491 1
FIT,CITY MANAGER	101752	A (937)296-2412 1
FIT,COUNCIL CLERK	101753	A (937)296-2416 1
FIT,COURTS	101754	A (937)296-2461 1
FIT,EC.DEVELOPMENT	101755	A (937)296-2453 1
FIT,ENGINEERING	101756	A (937)296-2436 1
FIT,FINANCE	101757	A (937)296-2401 1
FIT,HR/ CIVIL SERV	101758	A (937)296-2446 1
FIT,INFO SYSTEMS	101759	A (937)296-3294 1
FIT,KFD-31	89298	A (937)296-2516 3
FIT,KFD-32	50906	A (937)296-3217 51
FIT,KFD-33	50891	A (937)296-2411 46
FIT,KFD-34	50908	A (937)296-3271 23
FIT,KFD-36	50909	A (936)296-3253 34
FIT,KFD-37	50910	A (937)296-3218 5
FIT,KFD-HEADQ'S	50360	A (937)296-2489 26
FIT,KFD-PREVENTION	51048	A (937)296-3384 4
FIT,KPD-CHIEF	93129	A (937)296-2555 12
FIT,KPD-OP'S	93130	A (937)862-4740 75
FIT,KPD-SUPPORT	93131	A (937)296-2555 43
FIT,PLAN & DEV.	101761	A (937)296-2441 1
FIT,PRCA	101760	A (937)296-2454 2
FIT,PUBLIC SERV.	101762	A (937)296-2475 3
FIT,VEHICLE MAINT.	101763	A (937)296-2484 1
FIT,VOLUNTEER OFF.	101764	A (937)296-2433 1

**KPD and
KFD are now
listed under
FIT (as the
last name).**

Website

Information will be available on the City's website (an employee wellness program web page will be created and feature: Program description/overview, FAQ, Incentive Detail, Annual Calendar, registration forms, wellness program employee-of-the-month listing, participation point tracking forms and wellness committee department representative contact list.

