



The City's Wellness Program is designed to improve employee health, physical condition, & mental wellness through education, screening, & outreach.

# Employee Wellness Program Points

*Earning, Tacking & Submitting Points...  
Making it as easy as 1-2-3.*

Full-Time employees and Regular Part-Time Firefighters are encouraged to participate in the incentive component of the program, where they earn, track, and submit points. In order to receive the applicable Earnack or Cash Incentive, participants need to earn 420 Activity and 80 Non-Activity Points.

Participants who satisfy the points thresholds will receive their Earnback or Cash Incentive in the February following the Wellness Year end. Those enrolled in the medical plan will receive \$350 for single or \$700 for family coverage deposited into their HSA or HRA. Participants who waive city coverage and regular part-time firefighters will receive a \$250 taxable cash incentive.

There are a variety of ways participants can earn Activity Points. Walking, lifting weights, Zumba, running, basketball... the list goes on and on. Participants could quickly earn 420 Activity Points during the Wellness Year just by walking 30 minutes per day for 5 days a week.

Likewise, there are many ways to earn 80 Non-Activity Points. The Wellness Program sponsors many FREE screenings throughout the year. Just by participating in the FREE Annual Screening and Health Risk Assessment, participants earn 15 points—and actually a FREE fitness pass too! If a participant follows up with a dental exam and watches a short and informative Wellness Lecture every other month, they will quickly reach the 80 Non-Activity Points.

Provided below are examples of point tasks and their associated values. Please note, the Non-Activity Points chart is not an all-inclusive listing. Please refer to the “Wellness Program Points System” chart for all point opportunities and associated values.

Activity Points: (Max Pts Per Day = 6)		Non-Activity Points: (Max Pts Per Day = 20)	
Cardio	1.5 pts = 15 mins	Screening & Health Risk Assessment	15 pts
Strength (i.e. weights)	1.5 pts = 15 mins	Annual Exams (i.e. OB/GYN; Physical)	15 pts
Cardio/Strength Combo;	3 pts = 30 mins	Wellness Lectures	10 pts
Walking	1 pt = 15 mins	Dental Exam; Eye Exam	5 pts
Sports Activity	1 pt = 15 mins	Vaccine\Inoculation (i.e. Flu, TB, etc.)	10 pts
		Blood Pressure (one per month)	5 pts

Flip the page for information on tracking and submitting points!



To some, tracking and/or submitting points may seem complicated. However, it really isn't once you get in a routine. There's many options for tracking and submitting points.

Maybe it's easier for you to make your own method for tracking points like a daily spreadsheet or notebook you carry or keep in your car. Or, maybe you earn your activity points and submit them online once you get back to a computer.



Submit points by these Important Quarterly Deadlines:	
Points Earned:	Submit By:
November – January	February 10
February – April	May 10
May – July	August 10
August – October	November 10

Regardless the method for tracking points, participants must submit points by quarterly deadlines.

However, the frequency of submitting points is up to you! Maybe you find submitting daily is best. Or, perhaps weekly, the first of the month, the end of the quarter, etc.

Set a reminder in your phone or on your

calendar reminding you it's time to submit points! Once you get into a routine you may find you no longer need it.

Activity Points are submitted online or via paper forms. To access the online form from anywhere, go to <http://www.ketteringoh.org/wellness-points/>. Non-Activity Points must be submitted on a paper form with any necessary support information (i.e. signatures, attendance slips). Keep copies of your submissions so you can check your point totals.

**Wellness Online Points Submission**

WELLNESS ONLINE POINT FORM  
This form uses is designed to enter daily, weekly or monthly exercise. Requires javascript.  
Follow the instructions on each page. Click next to advance to the next page and click submit on page 3.

Name \*

Enter your First and Last Name (required) \*\*\*

Department

Enter your department (required)

Phone

Optional Phone contact number (office, home)

Email

Optional email address \*\*\*

Next

**EMPLOYEE Activity Points Participation Log**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time/Duration							
Points							

Total Activity Points: \_\_\_\_\_

NON-ACTIVITY POINTS (Lectures, Screenings, HRAs and etc) must be entered on the Non-Activity Form

GROUP ACTIVITY EXERCISE POINTS REQUIRE an instructor signature on the Group Activity Form

Print this form and manually complete it. Return completed forms to the Parks, Recreation and Cultural Arts Administrative Office at the Government Center. You may email scanned forms to WellnessPoints@ketteringoh.org.

Please keep a copy for your records.

**NON-ACTIVITY POINT FORM**

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**15 POINTS - HEALTH RISK ASSESSMENT/AGE SCREENING**

Bill are required to receive a free fitness pass. You may get claim any points from sub-components of the screening

Annual \_\_\_\_\_ Date: \_\_\_\_\_  
New Hire \_\_\_\_\_ Signature: \_\_\_\_\_ No Signature Required - Attach Point Slip

10 POINTS	5 POINTS
Cholesterol	Annual Physical Exam
Resting Metabolic Rate Screening	Cancer Screening
Skin Cancer Screening	Cardiovascular Screening
Stress Test	Diabetes Screening
Vaccination/Inoculation	Wellness Education/Lecture
Wellness Education/Lecture	

**ONCE RISK QUARTERLY** (Blood Glucose (Fasting) - Limit One Per Quarter)  
**ONCE RISK QUARTERLY** (Cholesterol - Limit One Per Quarter)

Point Slip or Signature Required For Each

Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**5 POINTS - NOTE LIMITATIONS**

Blood Pressure - Limit One Check For Month (Max 5 Points Per Month)  
Dental Exam - Limit Two Per Year (Max 10 Points Available)  
Two National Support Groups - Limit Per Meeting (Max 5 Points Per Meeting)  
Eye/Glaucoma Exam - Limit One Per Year (Max 5 Points Per Year)  
Independent Diabetic Glucose Checks - Limit One Per Quarter (Max 5 Points Per Quarter)

Point Slip or Signature Required For Each

Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

School Points by School Activity Guidelines

Form Earned	Issued By
Q1: November-December	January 10
Q2: January-March	April 10
Q3: April-June	July 10
Q4: July-October	November 2

CITY OF KETTERING

The City's Wellness Program is limited to approved employees only. All employees are required to complete the program through the program, including all required components.

As with any new or change to your routine, it takes a while to get into a groove. Keep steady and don't give up. The Employee Wellness Program is rewarding and can easily become part of your routine. Pace yourself, pay attention to deadlines, participate in challenges, lectures, and screenings, talk to your Department Representative, and stay involved throughout the year.

Be well.