



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

Full-Time employees and 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 Earnback 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 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	Quarterly Wellness Lectures	10 pts
Group Exercise Class	4.5 pts = 45 mins	Dental Exam; Eye Exam	5 pts
Walking	1 pt = 15 mins	Vaccine\Inoculation (i.e. Flu, TB, etc.)	10 pts
Sports Activity	1 pt = 15 mins	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.



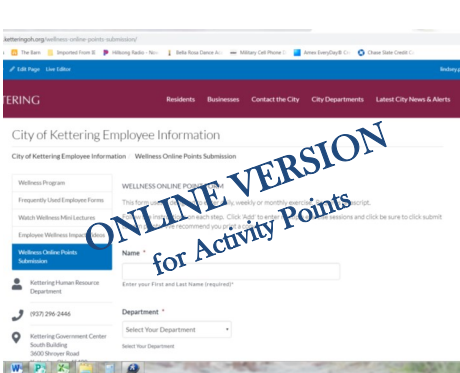
Submit points by these Important Quarterly Deadlines:	
Points Earned:	Submit By:
November – January	February 10
February – April	May 10
May – July	August 10
August – October	November 10

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.



**ONLINE VERSION
for Activity Points**

EMPLOYEE Activity Points Participation Log

Name: _____ Department: _____ Date: _____

Activity	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Activity							
Time							
Duration							
Points							
Activity							
Time							
Duration							
Points							
Activity							
Time							
Duration							
Points							
Activity							
Time							
Duration							
Points							
Activity							
Time							
Duration							
Points							
Total Activity Points: _____							

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

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

Please 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 POINTS FORM

NAME: _____ DEPARTMENT: _____

10 POINTS	15 POINTS
<input type="checkbox"/> Blood Screen (15 hr setting) - Charge quarter <input type="checkbox"/> Cholesterol <input type="checkbox"/> Flu Shot Screening <input type="checkbox"/> Vision Test <input type="checkbox"/> Wellness Education <input type="checkbox"/> Wellness Education Lecture - Charge quarter <input type="checkbox"/> View Date: _____	<input type="checkbox"/> Annual OB/GYN Exam <input type="checkbox"/> Annual Physical Exam <input type="checkbox"/> Cholesterol - Charge quarter <input type="checkbox"/> Colonoscopy <input type="checkbox"/> Health Risk Assessment & Screening <input type="checkbox"/> Health Screenings <input type="checkbox"/> Health Safety Training <input type="checkbox"/> Liquid Screenings <input type="checkbox"/> Title: _____ <input type="checkbox"/> View Date: _____
5 POINTS - NOTE: ALL <input type="checkbox"/> Blood Screen - Limit One Check Per Quarter <input type="checkbox"/> Cholesterol - Limit One Check Per Quarter <input type="checkbox"/> Vision Screening - Limit One Check Per Quarter <input type="checkbox"/> Health Screenings - Limit One Check Per Quarter <input type="checkbox"/> Health Safety Training - Limit One Check Per Quarter <input type="checkbox"/> Wellness Education - Limit One Check Per Quarter	
MINI-LECTURES - MAX 10 LECTURES PER WELLNESS YEAR (30 PTS) Date: _____ Time: _____ Date: _____ Time: _____	
ENTER TOTAL POINTS SUBMITTED: Total Points: _____	

City of Kettering Employee Information

**NON-ACTIVITY
POINTS FORM**

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.