

POLICY RE: EMPLOYEE WELLNESS PROGRAM  
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AUTHORITY: CITY MANAGER/HUMAN RESOURCES

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## **1. EMPLOYEE WELLNESS PROGRAM** (FULL-TIME EMPLOYEES AND PART-TIME FIREFIGHTERS ONLY)

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

- Improve the overall health, physical & 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 eligible employees achieve their fitness and wellness goals. Eligible employees who are covered by the City's medical plan have an opportunity to earn-back a cash incentive (\$350/single; \$700/family coverage) to be deposited in their Health Savings Account or Health Reimbursement Account. Part-time firefighters and employees who are eligible for the City's medical plan, but choose to waive coverage have the opportunity to earn a taxable cash incentive of \$250. In order to qualify for the incentive, employees must follow and meet the participation points criteria during the wellness year.

Employees wanting to receive a free Fitness Center membership (Fitness Pass), Drop-In Group Exercise membership (Exercise Pass) or Pool membership (Pool Pass) to the Kettering Recreation Center and Kettering Fitness & Wellness Center must take part in an annual Health Risk Assessment process conducted through the Kettering Medical Center. See the following section for information on additional pass options and discounts.

### **PROGRAM COMPONENTS**

#### **Health Risk Assessment**

The Health Risk Assessment (HRA) will be conducted through Kettering Medical Center. The HRA includes a Lifestyle Questionnaire and Biometric Screening Assessment (cholesterol, blood glucose/A1c, blood pressure, body fat, height, weight, BMI, and waist circumference). The HRA is completely confidential. The goal of this process is to help employees identify potential health risks and maintain/improve wellness and healthy living. Kettering Medical Center will communicate directly with the employee regarding the results.

The HRA process is not required for employees to participate in the Employee Wellness Program or qualify for the incentive; however, it is required to receive a free fitness pass. Likewise, employees who do not wish to participate in the Employee Wellness Program or accept the free fitness pass may still participate in the HRA process.

#### **Participation Point System**

In order to receive the EarnBack/Cash Incentive, eligible employees must satisfy the participation point system criteria. There are a variety of ways participants can earn Activity and Non-Activity points. Details are best available on the Wellness Program website <https://www.ketteringoh.org/wellness-program/> and the Barn <http://thebarn/Wellness/default.aspx>.

#### **Financial Incentives**

There are various opportunities for eligible employees to earn financial incentives from participating in any or all components of the Employee Wellness Program. Examples include Wellness Employee of the Month, Lecture Drawings, EarnBack/Cash Incentive (based on participation points), Challenge Incentives, etc.

We are committed to helping employees achieve their best health. Rewards for participating in a wellness program are available to all eligible employees. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact Human Resources via email at [KetteringHumanResources@ketteringoh.org](mailto:KetteringHumanResources@ketteringoh.org) or call (937) 296-2446.

### Education

Wellness, fitness and nutrition lectures will be held onsite throughout the year. Topics are determined based on interest and suggestions by employees and the Wellness Committee. Online and DVD versions will be made available to those unable to attend scheduled lecture times.

### 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. Many times, screenings come at no cost to employees.

### Wellness Challenges

Wellness Challenges vary and offer employees a chance to challenge themselves in areas of interest, struggle, and excellence. Challenges are typically six to eight weeks long and are offered quarterly. Participants who reach the established goal earn eligibility in a chance-to-win prize and participation point values.

## **2. FITNESS PASS AND PRCA PROGRAM COSTS/DISCOUNTS** (EMPLOYEES, VOLUNTEERS, AND IMMEDIATE FAMILY MEMBERS)

While the Employee Wellness Program is not available to regular part-time and temporary employees; volunteers; and family members of employees, these individuals are eligible to purchase discounted pass memberships and registered programs offered by the City of Kettering – Parks, Recreation & Cultural Arts Department (PRCA).

	<b>PASS: Fitness, Exercise or Pool</b>	<b>UPGRADE: Combination Pass (Fitness, Exercise and Pool)</b>	<b>Registered Programs*</b>
<b>Full-Time Employees &amp; Part-Time Firefighters</b>	Free (Upon Completion of Screening/HRA Process)	\$57.32 (Must have a Pass)	20% Discount (Resident Rates)
<b>Regular Part-Time Employees</b>	Fitness (\$113.40); Exercise (\$71.40); Pool (\$105.00)	\$57.32 (Must have a Pass)	20% Discount (Resident Rates)
<b>Temporary Part-Time Employees</b>	20% Discount (Resident Rates)	20% Discount (Resident Rates)	20% Discount (Resident Rates)
<b>Active Volunteers</b> (Contributing at least 100 hours)	20% Discount (Resident Rates)	20% Discount (Resident Rates)	20% Discount (Resident Rates)
<b>Immediate Family Members of Pass Holders**</b>	20% Discount (Resident Rates)	20% Discount (Resident Rates)	20% Discount (Resident Rates)

*\*Employees, Volunteers, and Immediate Family Members do not need to be a pass holder in order to receive the discount on Registered Programs. Note, discount does not apply to "Drop-In" classes or fees.*

*\*\* Immediate family members must be living at the same address and include mother, father, son and daughter only.*