

# TOWN OF MOREHEAD CITY



# WELLNESS PROGRAM

**MESSAGE FROM THE MANAGER.....**

Employees are the Town of Morehead City's most valuable asset. Because the Town of Morehead City values its employees and recognizes that they need to be healthy to do their jobs well, I want to encourage you to take an active role in participating in the City's new Wellness Program, "More Health Conscious". The Program is designed to help you and I be active, eat right, and live healthier every day. Employees benefit by lower stress levels, weight reduction, increased energy, and lower risk of chronic diseases. Employers benefit by reduced healthcare costs/premiums, reduced absenteeism, higher employee morale and job satisfaction.

As the City looks to the future and the challenge of managing employee health benefits, there is no assurance that 100 percent (100%) City-paid insurance will continue. However, your support and participation in City-sponsored programs, such as this new Wellness Program, will help to control premium costs which can help the City avoid considering such an undesirable direction.

I hope you will join me in actively participating in the City's "More Health Conscious" Wellness Program. No matter what your current nutrition and physical activity habits, everyone will benefit.

Best wishes,

R. Randy Martin  
City Manager

# TOWN OF MOREHEAD CITY WELLNESS PROGRAM



## **Purpose**

The purpose of the Town of Morehead City Wellness Program, “More Health Conscious” (hereinafter termed “Program”), is to promote healthy lifestyles and create a workplace committed to wellness.

## **Administration**

The Program will be administered by the Town of Morehead City Human Resources Department (hereinafter termed “HR”) in a joint effort with the MHC Wellness Committee. Participation in the Program does not require any disclosure of specific health information to City personnel. Administration of the Program will be based on the City’s fiscal year. HR will be the receiving agency for all wellness verification forms and/or receipts of service. HR will maintain incentive credit accounts for all employees and these will serve as the official record. Questions related to the Program should be directed to HR or any member of the Wellness Committee.

## **Eligibility and Participation**

The Program is for the Mayor, Councilmembers, and all full-time and part-time (year-round) employees. Some wellness activities and incentives may only be available to those employees participating in the City’s medical insurance program. Participation in the Program is strongly encouraged; it allows for employees to participate in activities both on and off work hours. However, participation is on a voluntary basis. The Program is based on an honor system and the participant is expected to abide by the requirements presented.

## **Definitions**

**Annual Physical Exam** – Routine examinations and gynecological exams (100% paid through BCBS preventative care). Requires a completed wellness verification form or receipt of service.

**Exercise Program** – Log a minimum of 360 minutes (6 hours) in 1 month. Activities include, but not limited to, running, walking, swimming, aerobics, yoga, weight training, bicycling, golf, tennis, gardening, and kayaking. (For a list of suggested exercise programs see list on BCBS website under BluePoints/Physical Tracker Activity) Requires a completed wellness verification form, receipt of service, or tracker log.

**Health Assessment** – The Health Assessment identifies an employee’s healthiest habits and identifies potential health risks based on answering a questionnaire about lifestyle habits and medical history. The Health Assessment is completed online through the Blue Cross & Blue Shield (BCBS) secure website ([www.bcbsnc.com](http://www.bcbsnc.com)) and should take approximately 20 minutes to complete. This health information is **CONFIDENTIAL** and the City does not have access to your health results. Must be completed by September 30<sup>th</sup> each fiscal year.

**Healthy Eating Program** – Log a minimum of 5 servings of fruits and vegetables for 5 out of 7 days for 3 weeks in 1 month. Requires a completed wellness verification form, receipt of service, or tracker log.

**MHC Wellness Committee Event** – Scheduled meetings, lunch ‘n learns, nutritional counseling, and other activities that may include, walking programs at lunch or after work, golf outings, city sporting events, and other events/activities as determined.

**Healthy Living Program** – Online programs through BCBS which provides tools to aid employees in improving their health. Programs include, but not limited to, Quit Smoking Program, Healthy Weight Program, Sleeping Well Program, Back Pain Program, Healthy Eating Program, Healthy Thinking Program, Getting Active Program, Approved Tobacco Cessation Program\*, Approved Diabetes Education\*, and Approved Nutritional Counseling\*(\*Must be pre-approved by Wellness Committee). Requires a completed wellness verification form or receipt of service.

**Preventative Care** – Services to include, but not limited to, tetanus shot, flu shot, other immunizations, dental exam, eye exam, dermatologist exam, chiropractor visit, mammogram, pap smear, colorectal screening, blood donation, gender or age specific tests or exams, supervised weight loss programs (i.e., Weight Watchers/Jenny Craig/Nutri-Systems) and additional services as deemed appropriate by the Wellness Committee. Requires a completed wellness verification form or receipt of service.

**Verification Form/Receipt of Service** - All verification forms and/or receipts of service must be turned into HR. Forms/receipts will be reviewed for eligibility for incentive credit (HR will contact employee with questions or if additional documentation is needed). The following will be considered acceptable documentation for incentive credit:

- MHC Wellness Committee Event – Attendance log or sign-in sheet
- Exercise Program – BCBS Physical Activity History Log (PDF) through BluePoints or Tracker Log
- Healthy Eating Program – BCBS Fruits & Vegetables Serving Log (PDF) through BluePoints or Tracker Log
- Healthy Living Program – BCBS Online Healthy Living Program Plan Receipt through BluePoints
- Annual Physical Exam – Wellness Program Verification Form
- Preventative Care – Wellness Program Verification Form
- Health Assessment – No form/receipt required

Other documentation may be considered with approval of HR. Any personal information that is protected by federal, state, HIPAA, and other laws regulating protected information will be kept confidential, will not be disclosed, and will be stored in a file separate from the wellness file and employee's personnel file. In order to process eligibility for incentives prior to end of the fiscal year (June 30), all verification forms/receipts of service must be turned into HR by June 15 of each fiscal year.

**\*\*Note: If you do not have access to a computer, contact HR for use of a City computer.**

# TOWN OF MOREHEAD CITY WELLNESS PROGRAM



## COMMITTEE MEMBERS

Jerry Riggs – Chairperson  
Jeanne Giblin – Administration  
Susan Nixon – Human Resources  
Ellen Sewell – Finance  
Linda Staab – Planning & Inspections  
Sandi Watkins – Planning & Inspections  
Nicholas Stoneroad – Police  
Steve Marsh – Fire/EMS  
Craig Lands – Parks & Recreation  
Sandy Bell – Library  
Phillip Terry – Public Works  
Daniel Williams – Public Utilities

\*\*Members as of September 22, 2011

# TOWN OF MOREHEAD CITY WELLNESS PROGRAM

## ACTIVITY TRACKER FORM

	A C T I V I T Y	H E A L T H  A S S E S S M E N T	C O M M I T T E E  E V E N T	E X E R C I S E  P R O G R A M	H E A L T H Y  E A T I N G	P R E V E N T A T I V E  C A R E	P H Y S I C A L  E X A M	H E A L T H Y  L I V I N G
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TIER LEVELS								
<u>TIER 1</u> Choose 3 out of 7 activities to complete								
<u>TIER 2</u> Choose 4 out of 7 activities to complete								
<u>TIER 3</u> Choose 5 out of 7 activities to complete								
<u>TIER 4</u> Choose 6 out of 7 activities to complete								

*Check off activities as you complete (refer to definitions in Program guide for description of each activity). Tier 1 must be completed before starting Tier 2, and so on. Once you have completed the Health Assessment and/or Physical Exam, that activity can be marked as complete in subsequent tiers. Once you have completed a tier, attach Verification Forms, Receipts of Service, and/or Exercise/Nutrition Tracker Logs and turn into HR. **Upon review and approval, tier incentive will be awarded. Incentives will be distributed the beginning of each month.***

**SUBMITTED BY:** (please print)

**DATE:**



## TOWN OF MOREHEAD CITY WELLNESS PROGRAM EXERCISE/NUTRITION TRACKER LOG



Date	MONTH/YR _____	Minutes	Hours	FOOD (Description)	Fruit	Veg	Total
	EXERCISE (Description)				# Servings	# Servings	
1				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
2				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
3				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
4				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
5				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
6				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
7				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
8				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
9				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
10				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
11				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
12				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
13				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
14				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
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28				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
29				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
30				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
31				<input type="checkbox"/> Fruit <input type="checkbox"/> Vegetable			
MONTHLY TOTALS							

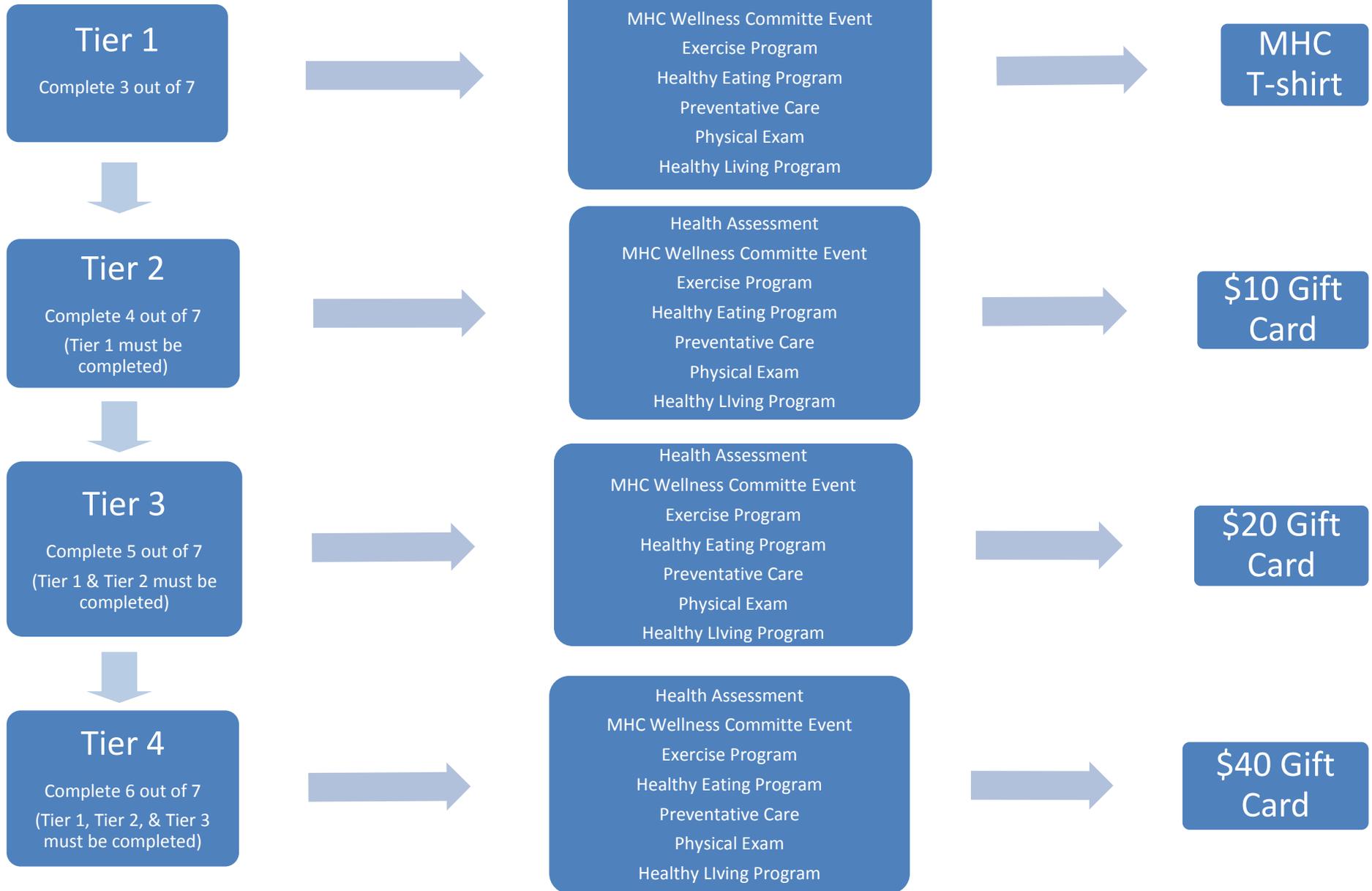
SUBMITTED BY: (please print) \_\_\_\_\_

DATE: \_\_\_\_\_



# TOWN OF MOREHEAD CITY WELLNESS PROGRAM

## INCENTIVES



**\*\*Incentives will be distributed the beginning of each month**

# TOWN OF MOREHEAD CITY WELLNESS PROGRAM VERIFICATION FORM



\_\_\_\_\_ was seen in our office on \_\_\_\_\_  
(Please print name) (Date MM/DD/YYYY)

for his/her (circle one):\*\*

- Annual physical
- Gynecological exam
- Dental exam
- Eye exam
- Dermatologist exam
- Chiropractor visit
- Mammogram
- Colorectal screening
- Blood donation
- Gender or age specific tests or exams
- Supervised weight loss program
- Immunizations (preventative)
- Nutritional counseling
- Other service(s) \_\_\_\_\_

\_\_\_\_\_  
(Please specify)

*\*\*Attach physician receipt, Explanation of Benefits (EOB), or other documentation as necessary. All information contained on this page and other attachments will be kept completely confidential and filed in a secure location separate from wellness file and employee's personnel file.*

\_\_\_\_\_  
Physician or Designee/Agency (please print)

\_\_\_\_\_  
Physician or Designee/Agency (signature)

\_\_\_\_\_  
Date

For MHC Human Resources Department use only:

Date Received \_\_\_\_\_ Approved \_\_\_\_\_ Yes \_\_\_\_\_ No Initials \_\_\_\_\_

## **EXECPTION NOTE - PLEASE READ:**

Due to the Wellness Program commencing after the start of the City's fiscal year (July 1), in order to receive credit for incentives, the start date of the Wellness Program for this fiscal year will be January 1, 2012. All wellness activities will be credited for on or after the Jan 1 date with the exception of (1) the Health Assessment, (2) preventative care and annual/gynecological physical exam, and (3) the December MHC Wellness Committee Event. In order to receive credit for preventative care services and/or physical exams already received, verifications forms or receipts of service must be turned into HR. If you have completed the Health Assessment prior to the September 30<sup>th</sup> cutoff date and/or attended the December Wellness Committee Event, HR will credit your account without turning in a receipt or verification form. Please direct any further questions or concerns to HR.