



Town of Mount Pleasant Wellbeing Program Policy

Purpose

The Town of Mount Pleasant's Wellbeing Program Policy describes the Town's wellness initiatives that promote employee health, and sets forth the guidelines for the program. The purpose of this program is to offer and reward a variety of activities that promote the six categories of overall wellbeing:

- Physical
- Nutrition
- Financial
- Education
- Mental
- Community

The Town wants to encourage employees to be more engaged in their wellbeing, thus resulting in being more engaged not only at work, but in all aspects of life. **Participation is voluntary.**

This policy outlines the Town's approach to ensuring opportunities for all employees to engage in wellness activities, and encourage healthy behaviors. Specifically, this policy sets forth goals and procedures to ultimately:

- Increase physical activity
- Improve overall employee health
- Reduce stress
- Better manage chronic conditions
- Increase employee engagement and participation
- Promote multiple aspects of wellbeing to include all six categories
- Reduce health care costs

Eligibility

Eligibility to participate in the wellbeing program applies to all full-time and budgeted part-time employees. Employees are eligible to start participation on their hire date or date of transfer into an eligible position. Rehired employees are eligible to start immediately upon rehire; their rewards balance will start at zero. Employees who leave employment or transfer from an eligible position to a non-eligible one, such as a part-time temporary position, will no longer be eligible to participate. Participation in the program, including reward tracking software, ends on the date of the termination or transfer.

Reward Program Details

Eligible Activities

The Town wants to encourage employees to participate in activities in all six wellbeing categories and, therefore, offers rewards associated with them. The activities for which employees can receive an incentive are outlined in the Rewards Chart. The Rewards Chart also contains rules and limitations on the amount employees can earn for each activity.

Employees' Responsibilities

Employees are responsible to complete the necessary steps to track and substantiate eligible activities in order to earn rewards which includes, but is not limited to, synchronizing their fitness tracking device to the rewards tracking software, checking in with QR Codes, checking in via geographic location, and uploading receipts photographs, or other supporting documentation. Please refer to the Rewards Chart for more details.

Reward Period

Each reward period is from January 1 through December 31.

The rewards balance returns to zero at the beginning of each quarter.

Reward Payment

Rewards are earned on a quarterly basis and are paid by direct deposit to employees within 15 days after the close of each quarter.

All reward payments are subject to taxes per IRS regulations.

Employees who transfer to a position which is not eligible to participate (such as part-time temporary) will be paid for rewards accrued until the date of transfer. These employees will receive funds on the next regularly-scheduled payment. Employees who leave the Town will forfeit any rewards accrued but not yet paid.

Reward Maximum

Employees may earn up to \$250 in a calendar year.

The rewards tracking software keeps a cumulative total in order to identify when the \$250 maximum is achieved.

Grand Prize Drawing

Employees who reach the \$250 maximum by the end of every calendar year will be entered to receive either:

- Free health insurance premiums for one year - Employees with single coverage; or
- Free health insurance premiums for eight pay periods - Employees with employee + spouse, employee + child(ren), or family coverage

One employee per year will be chosen randomly to receive the grand prize. The Town-paid premium will begin on the first pay period of the calendar year, and will continue per the above timeframes. Entry in this drawing is based solely on reaching the \$250 maximum at any point during the calendar year, regardless of payments received.

Resolution of Discrepancies

In the event of a discrepancy regarding rewards or payments, employees must contact the reward tracking software company directly. In the event of a conflict, the software records will prevail.

Legal Compliance

The Town will administer the wellbeing program in compliance with applicable legal requirements.

Employees who think they are unable to meet a standard for a reward under this program may qualify for an opportunity to earn the same reward by different means. Employees can contact Human Resources who will work with employees (and, if they wish, with their doctor) to find an appropriate activity or program with the same reward in light of their health status.

Additionally:

- The Town's wellbeing program is **voluntary**.
- The program does not penalize participants.

Disclaimer

This program is an added benefit for employees, to encourage healthy lifestyles. The Town encourages all health activities, even those not included in the rewards program. The number and types of activities that can be tracked for rewards is intentionally limited due to budget and software constraints. The information in this document is intended for informational purposes only and is subject to change without notice based on participation, allocation of annual budget, and other variable factors.

**INFORMATION REGARDING TRANSITION TO
THE NEW REWARDS PROGRAM**

Employees who participated in the former Points Program from January 1, 2017 – April 30, 2017 will have their points converted into funds, and loaded into the reward tracking software.

Fifty cents for each point that was accrued but not paid will be loaded into the reward tracking software. Consequently, points used for the payment of \$10, \$50, or \$100 will not be transferred to the new system because employees already received incentive pay for those points.

| January 1, 2017 - April 30, 2017 | | May 1, 2017 |
|---|-------------------------|--------------------------|
| Balance on 4/30 | Incentive Earned | Rewards Converted |
| 1 - 49 | | \$0.50 - \$24.50 |
| 50 | \$10.00 | no points converted |
| 51 - 99 | | \$0.50 - \$24.50 |
| 100 | \$50.00 | no points converted |
| 101 - 149 | | \$0.50 - \$24.50 |
| 150 | \$100.00 | no points converted |
| 151+ | | \$0.50 for each point |

For the remaining part of this calendar year, the rewards schedule is illustrated below:

| 2017 | |
|-------------------------------|----------------------------|
| Rewards Earning Period | Payout Received By: |
| May 1 - June 30 | July 15 |
| July 1 - September 30 | October 15 |
| October 1 - December 31 | January 15 (2018) |
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