



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Wellness Incentive Program
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Prepared By: Human Resources Office
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

WELLNESS INCENTIVE PROGRAM POLICY

The City of El Paso ("City") seeks to promote better health and wellness among its employees. In this regard, the El Paso City Council, as part of the FY2016 adopted budget, approved the institution of a goal-based wellness incentive program for eligible employees, as established herein.

The City's Wellness Program offers various wellness incentive plans in which employees may choose to participate: "Shape it Up! El Paso," "Wellness Day Off" and "Fitness Membership Incentive."

ELIGIBILITY:

The Wellness Incentive Program plans are available to all non-uniformed and uniformed police employees eligible for City's health benefits.

GUIDELINES AND CRITERIA:

The guidelines and criteria, as well as applicable awards, for all of the wellness plans offered under the City's Wellness Incentive Program are fully set forth on the City's Human Resources Department webpage under the Benefits & Risk Management tab. Copies of the guidelines and criteria may also be obtained from the City's Human Resources Department, Benefits and Risk Management Office.

AWARDS:

A brief description of the incentive awards available under the City's Wellness Program plans is as follows:

Shape it Up! El Paso

The monthly incentive under the Shape it Up! program ranges from \$50 to \$150, depending on the incentive score attained by the participant. The incentive is paid out over 24 pay periods. No incentives will be received on any third paycheck of the month. The physical fitness track of the Shape it Up! program is scored by averaging a participant's results in six different fitness activities. The biometric track of the Shape it Up! program is scored on a participant's results of established biometric screening criteria and the accumulation of a designated number of wellness points. Wellness points are earned by

utilizing preventative care services and participating in various wellness activities offered throughout the year, which are identified in the City of El Paso Wellness Points Log, available through the resources identified under Guidelines and Criteria.

Wellness Day Off

Shape It Up! Fitness Incentive participants may earn a Wellness Day Off by accumulating the required number of Wellness Points.

Shape It Up! Biometric Incentive participants will automatically earn a Wellness Day Off once the employee's required number of Wellness Points are submitted and reviewed.

Employees not participating in the Fitness Incentive or the Shape It Up! Biometric Incentive may earn a Wellness Day off by accumulating the required number Wellness Points.

Fitness Membership

The Fitness Membership incentive provides employees who pay a fitness facility membership fee with the opportunity to receive a monthly incentive by attending a fitness facility of their choice for a minimum of twelve times per month. Eligible employees will receive up to \$20 for every month that the requirements are met. Incentive amount is based on what is paid monthly to attend the respective facility. Annual fees are not reimbursed. Application period is open twice a year to receive a lump sum for each 6 month period.

- The employee must be a current City employee on the day the award is paid.
- The award amount will be included in the employee's regular paycheck and subject to all applicable taxes.
- To participate, employee must complete the "Fitness Membership Incentive" application, provide a copy of the invoice from the respective facility for the period which is being applied for, and provide proof of the attendance listing a minimum of 12 visits. Proof of attendance must be printed from the facility, if the facility has the capability of providing a printout. If facility does not provide computer generated print outs an attendance log can be completed and signed by a facility representative verifying visits per month. Only one visit per day will count towards attendance requirements. *Complete* packet must be submitted to the Benefits department by the designated deadline.

APPROVED BY:



Tomás González, City Manager

2/19/19

Date