

**WELLNESS PROGRAM
 REWARDS/INCENTIVES
 January 1, 2024 – December 31, 2024**

All permanent part-time and full-time employees are encouraged to participate in an incentive program, whereby successful completion of the required action items each year would result in the following incentives:

All employees who sign the City’s wellness pledge on or before January 1, 2024, will be eligible in receiving incentives.

Wellness Incentive Program

1. Wellness Reimbursement

Upon verification that each individual activity has been completed, the following reimbursement will be provided within 30 days:

a. Annual Physical (including appropriate follow-up and age-appropriate screening, such as Colonoscopy, Mammogram, PSA Test, or other cancer screening test)	\$100
b. Annual Blood Screening	\$50
c. Annual Dental Exam	\$50
Total	\$200

- **Bonus:** If an employee completes all three segments of the above wellness plan, they will receive an additional **\$100**.

d. Annual Vision Exam	\$50
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- **Extra Bonus:** If an employee completes Wellness Items #1 through #3 above and #4 vision exam; the employee will be able to **convert two (2) sick days to one (1) personal day or receive an additional \$50**. There must be at least 10 sick days left in your account after the conversion. The employee will receive a voucher for the day off and will have until June 30, 2023 to take the day off.

e. Vaccination Benefit	
• Proof of COVID vaccination (must present card)	\$50
• Proof of Flu vaccination (must present proof of)	\$25

The employee will complete the verification form with physician’s signature, an Insurance EOB (Explanation of Benefits) or a Doctor’s note and present it to payroll by the end of the year to request a reimbursement.

2. Major Lifestyle Change

All employees who consult with the Wellness representative (*Erin Mousel*) on or before January 1, 2023, to provide their goal to make a major lifestyle change (for example: quit tobacco use, no longer need blood pressure medication to maintain a healthy blood pressure, start an exercise program, have significant weight loss, or other significant lifestyle change approved by the representative) may receive **eight hours of paid leave** (or one paid wellness day) per calendar year, subject to department head approval. The employee may be eligible for this reward after May 1st. If the employee does not follow

through with the annual obligation after receiving the benefit, he or she will not be eligible for any incentives the following year.

3. Volunteerism

All **full-time** employees can elect to volunteer for a non-profit organization up to thirty (30) hours per calendar year. All permanent **part-time** employees can elect to volunteer for a non-profit organization up to sixteen (16) hours per calendar year. The volunteer time can take place during normal business hours with prior approval from their supervisor. If the volunteer hours are outside of the normal work hours, the employee can elect to take the same number of hours off duty with pay with prior approval from their supervisor. Volunteer hours earned off duty must be used off in the same calendar year they were earned.

Examples:

- John volunteers at the Nevada Middle School from 1:00 pm to 3:30 pm for a field trip, pending approval from his supervisor. John would be paid his regular hourly rate for the 2.5 hours he was volunteering for the Nevada Public School.
- Sally volunteers for the Lincoln Highway Days 5-K Run on Friday evening from 6:00 pm until 8:00 pm. Sally would be able to take 2 hours off work at a later date, pending supervisor approval.

4. Fitness

A. Work out at a fitness center OR track your own personal workout at least 8 times per month for a minimum of 30 minutes of exercise or weight training from January 1, 2024 – December 31, 2024. Request reimbursement after each month for \$25 per month. Must show proof of exercise.

B. In lieu of requesting reimbursement each month for attending a fitness center, an employee may participate in a wellness activity. Reimbursement can be requested by submitting a confirmation of paid entry/registration after completion of each event up to a maximum of \$300 per year.

Note: This program and these rewards/incentives are for the current year's program; therefore, these rewards/incentives are subject to change and may not be offered during next year's program. In addition, employees who do not take the wellness pledge are not eligible for any rewards or incentives.

Additional Incentive

1. Any full or part time employee who completes any three (3) Wellness Program activities (1-4) will receive a Participation Day Incentive, allowing that employee to take a day off equivalent to their typical hourly day. Participation Days expire at the beginning of a fiscal year the following year after your day is received. An employee is allowed to roll over one (1) Participation Day and bank up to two (2) participation days. (*Payouts will not be given for a Participation day*)

Examples:

- John went to the dentist, volunteered and participated in Fitness on December 21, 2020, He received \$50 and a Participation Day which will expire on June 30, 2021.
- John has one (1) Participation Day he received on December 21, 2020. He went and had his annual blood draw, participated in a major lifestyle change and volunteered in January, 2021. He now will receive \$50 as well as another Participation Day. (*Because this is a new year, he is allowed to roll over his existing Participation Day and receive an additional Participation day because of a new year*).
- Sally has two (2) participation days and is concerned she will not have an opportunity to use both before the end of the fiscal year. (*Sally would be allowed to roll-over one (1) of her Participation days in to the following year*).