

# What would you do with \$100?

## Wellness Incentive Program – Revised for 2011

Mission Statement: Wellness is an active process that allows people to make positive choices in creating and maintaining a healthy lifestyle. As individuals, employees will assume personal responsibility for good physical and mental health. As an agency, we will provide the resources and support needed to enable employees to improve their quality of life and the lives of their families.

OCO wants you to be well, your way! Wellness encompasses several different dimensions: **physical**, **occupational**, **spiritual**, **environmental**, **intellectual**, **social**, and **emotional**. Each month, the Wellness Team will focus on a different dimension of wellness. As you explore your personal wellness with us, challenge yourself to move from ideas to action. What can you do today, to improve your overall wellness?

To support and encourage you in your wellness efforts, the OCO Wellness team designed the Wellness Incentive Program.

OCO employees who participate in wellness related activities may be entered into a quarterly drawing for \$100 in gift certificates, to be used toward approved wellness purchases. There will be a quarterly drawing once every three months, following this schedule:

Quarter	For Activities Recorded in:	Winner selected on
1	January, February, and March	April 20, 2011
2	April, May, and June	July 20, 2011
3	July, August, and September	October 19, 2011
4	October, November, and December	January 18, 2012

Here's how it works:

Use the attached Wellness Activity Report (or, obtain an electronic copy from the OCO web site).

As you participate in wellness related activities, type or write a description of the activities on the Wellness Activity Report, under the correct month. Send your completed report to the Training Department at the end of each quarter.

For every 5 wellness activities that you record, you will earn one entry into the quarterly drawing (up to 6 entries per month). You can earn up to 18 entries during a quarter. You may participate in as many wellness-related activities as you like; however, you can only earn up to 6 entries per month.

Each entry into the drawing is assigned a random number. At the end of each quarter, a drawing observed by the Wellness Team will determine the winning employee.

Winners will be notified and will receive an award redemption form. The form will list approved uses of the \$100 award. Once the winner has made his/her selections on the form and returned it to the Wellness Team, the selected gift certificates will be purchased and forwarded to the winner.

Gift Certificates can be awarded as a \$100 gift card from a single vendor, or may be broken up into smaller gift certificates from several vendors. For example: you could choose a \$100 gift certificate from your favorite sporting goods store, OR you could select four \$25 gift certificates from four different businesses, such as a hair salon, a book store, a chiropractor, and a fitness center.

## Sample Wellness Activity Report:

WK	DAY	JANUARY	FEBRUARY	MARCH
1	SUN		Church	
	MON		Yoga class	Health Risk Assessment
	TUE		Meals on Wheels	
	WED	Dinner with coworkers	Zumba classes	
	THU			
	FRI	Stress Mgt. Workshop		
	SAT			
	<b>Subtotal:</b>	<b>2</b>	<b>4</b>	<b>1</b>
2	SUN		Church	
	MON	Fire drill at work	Go Red for Women Day	
	TUE		Meals on Wheels	EAP Lunch & Learn
	WED		Zumba classes	
	THU			
	FRI	Book swap		
	SAT			
	<b>Subtotal:</b>	<b>2</b>	<b>4</b>	<b>1</b>
3	SUN		Church	
	MON			Mammogram
	TUE		Meals on Wheels	
	WED		Zumba classes	
	THU			
	FRI			
	SAT	Clothing Swap	Organized my file cabinets	
	<b>Subtotal:</b>	<b>1</b>	<b>4</b>	<b>1</b>
4	SUN		Church	
	MON		Go Red for Women Day	
	TUE		Meals on Wheels	
	WED		Zumba classes	
	THU			
	FRI			
	SAT			Smoking Cessation class
	<b>Subtotal:</b>	<b>0</b>	<b>4</b>	<b>4</b>
	<b>Monthly totals:</b>	<b>5 (1 entry earned)</b>	<b>16 (3 entries earned)</b>	<b>4 (0 entries earned)</b>
		<b>Entries into drawing earned for this quarter:</b>		<b>25 activities - 5 entries</b>

Note: When we look at this example by month, it looks like the employee only earned 4 entries, but when we add all of her wellness activities together for the quarter, she completed 25 activities, which gives her 5 entries into the drawing.

### **Data Entry and Record Keeping**

The designated member of the Wellness Team receives reports submitted by employees, at the end of each quarter. Based on the volume of reports received for a quarter, additional members of the Wellness Team may assist with data entry.

Verify the totals (ensure that there are no more than 6 entries awarded for each month, and that no more than 18 entries total have been awarded for the quarter).

The employee's name, program, and department are entered into the Activity Tracking Report, an Excel spreadsheet stored in the START! folder. Employee data is entered into the blue area of the spreadsheet.

Use the fill handle to copy the employee's information into the number of rows equal to the number of drawing entries earned for the quarter.

With each new entry, column A (Random #) will generate a new random number for all rows in the blue area of the spreadsheet.

Paper reports will be saved for a minimum of two years. Documents may be scanned and stored electronically, in lieu of storing paper documents.

### **Randomizing the entries**

Once all entries have been put into the spreadsheet, sort the blue areas of the table only.

- Highlight the employee data, including the random # column

- Click **Data** on the menus toolbar

- Click **Sort** on the drop-down menu that appears

- Select Column A (Random #) as the sort criteria

- Select **A-Z ascending**

The employee entries should now be sorted in random order.

### **Quarterly drawings**

Drawings will be held during the first Wellness Team meeting that follows the end of a quarter.

The team shall determine a method for choosing the winning number

Locate the winning number in the yellow column of the Activity Tracking spreadsheet, and find the winner's name in the same row.

### **Announcing and Notifying the Quarterly Winner**

The quarterly winner shall be contacted by a member of the Wellness Team.

At the time of notification, the employee will be asked to sign a release, allowing OCO to publish his/her name and photo in the employee newsletter. The announcement may also appear on the agency website.

The winner will receive an Award Redemption form via inter-office mail or e-mail.

### **Choosing an Approved Incentive Award**

The Wellness Team has developed a list of suggested retailers and vendors, from which the employee may choose his/her gift certificate(s).

Approved retailers and vendors are selected based on how well they promote one or more of the dimensions of wellness.

See Award Redemption form for a current list of approved wellness incentives.

Completed Award Redemption forms are kept on file for a period of no less than three years. Electronic scanning of the document, in lieu of storing a paper copy, is permitted.