

Title: Employee Health Improvement Program		Policy Number: C-8370-312
Originating Department: Human Resources	Affected Department: All FHC Entities	
Original Date: 08-2003	Revised Date: 12-2014	Reviewed Date: 02-2020
Medical Director Approval (if applicable):	Vice President, Quality Approval:	
Vice President Approval:	CEO Approval:	

POLICY:

FirstHealth of the Carolinas will encourage employees to actively pursue healthy lifestyles and will provide a financial reward to those who achieve their personal health goals.

I. PURPOSE:

To reward employees whose healthy or improving lifestyles contribute to a healthier workforce and a more productive work environment.

II. ELIGIBILITY TO ENROLL:

- Full-time, three-quarter time and half time employees.
- Casual part-time employees with twelve (12) months of continuous service and at least 1000 worked hours in the most recent twelve-month period.

III. RESPONSIBILITIES:

A. Employee/Participant Responsibilities:

- Contact Human Resources for enrollment information.
- Complete and return the enrollment information to a FirstHealth Center for Health and Fitness.
- Complete an initial fitness assessment with a fitness coach.
- Establish 6-month fitness and lifestyle goals in coordination with a fitness coach.
- Implement plans or participate in programs in pursuit of fitness and lifestyle goals.
- Schedule and complete a 6-month goal evaluation/fitness assessment with fitness coach within 30 days of the end of the 6-month period.
- Keep all scheduled appointments with his/her fitness coach. Failure to keep a scheduled appointment will result in the employee being ineligible for the incentive for the 6-month period.

B. Human Resources Responsibilities:

- Issue enrollment information and copy of policy to eligible employees.
- Calculate incentive awards based on goal attainment scores from fitness coach and advise Payroll of amounts to be paid to eligible employees at the completion of their 6-month incentive period.
- Maintain records of employees participating in the program.

C. Center for Health and Fitness Responsibilities:

- Upon receipt of completed enrollment information, contact employee to schedule the employee's fitness assessment.
- Complete fitness assessment and establish 6-month fitness goals with the employee.
- Advise employee of resources/programs available to assist employee in meeting fitness goals.
- Contact employee at 3-month intervals to review progress and encourage continued participation.
- Score the employee's progress on their 6-month goals and establish goals for the next 6-month period.
- Forward the employee's goal attainment score to Human Resources. Only the score (as a percentage) is forwarded to Human Resources. Specific employee health information is confidential and will be maintained in the Center for Health and Fitness.
- Prepare periodic summaries of aggregate participant performance for program evaluation purposes.

D. Payroll Responsibilities:

- Prepare a payroll check for the employee in the amount of the incentive calculated by Human Resources.

IV. FINANCIAL REWARD AMOUNT:

Eligible employees may be paid up to \$120/six-month period for meeting fitness and lifestyle goals. The actual amount of reward will be based on the employee's goal attainment percent for the six-month period. The employee must continue to meet the eligibility requirements in Section II. to receive the reward.

V. GOALS:

The employee will establish 6-month goals with the fitness coach. Goals should consider the employee's interests, priorities, and resources to achieve the goals. In addition, the fitness coach may suggest specific goals that reflect the latest research on health factors that impact individual fitness.

The number of goals set for each employee will be based on the type of goals set and the degree of difficulty associated with each goal. For employees already rated as fit, goals may be set that reflect a maintenance of fitness rather than an improvement.

The fitness coach will be responsible for scoring the employee's attainment of goals. In addition to scoring goals set, the fitness coach will have discretion to consider progress on other health factors not associated with an established goal in order to reward the 6-month goal attainment percentage.