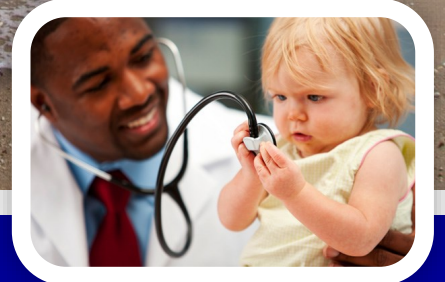




# Live Well Work Well

St. Lucie County  
Employee Wellness Program



## Total Wellness

- \* Physical \* Social \* Emotional
- \* Intellectual \* Career \* Social
- \* Environmental

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*Wellness is defined as an active, lifelong process of becoming aware of choices and making decisions toward a more balanced and fulfilling life.*

## Live Well - Work Well.

### Mission:

To improve employee health through active participation in the worksite wellness program.

## Live Well - Work Well.

### Vision:

Employees engaging local community resources to expand, improve, or create a healthy way of life. St. Lucie County along with our partners at the Employee & Family Health & Wellness Centers are committed to providing employees the resources and education needed to achieve their healthy goals, to lower health care costs, to serve as role models for the community and to ensure a better quality of life for all participants.

# St. Lucie County Employee Total Wellness Program

## “Live Well - Work Well”

Dear Fellow SLC Employee,

The health and wellbeing of our employees is very important to St. Lucie County, and we are proud to continue to invest in your good health by offering a comprehensive wellness program that has been created to promote your total wellness.

The “Live Well - Work Well” Employee Total Wellness Program is a voluntary program that has been designed to inspire a healthier and happier lifestyle by providing our employees with fun and engaging activities, lessons and resources to help educate them on the importance of being more mindful of their total wellbeing. Our “Total Wellness” approach will encompass the exploration of several aspects of the wellness spectrum, including; physical, social, emotional, intellectual, career, financial, spiritual and environmental wellness.

This is an employee only program. All employees are encouraged to join in the County-sponsored group wellness events. However, only those employees who are actively enrolled in one of the County’s group health insurance plans will be eligible to receive incentives for their participation in the wellness program or utilize the wellness centers. Participating employees may elect to receive either a cash incentive or a flex time incentive. The maximum incentives per fiscal year are either \$200.00 or 24 wellness hours.

We strongly encourage participants to notify their health care provider before starting any type of fitness program, as a precautionary measure. Additionally, please remember that the wellness health coaches are always available to assist you and can help guide you through setting and achieving your individual health goals.

We are looking forward to joining everyone on this journey to become happier and healthier St. Lucie County employees. If you have any questions or concerns along the way or, if you have any ideas that you would like to share, please feel free to reach out to our Wellness Team.

Kindest Regards,

Wellness Team  
Wellness@stlucieco.org

# Employee Wellness Program Guidelines

## Program Eligibility & Participation:

- ◆ This is a voluntary wellness program for employees only.
- ◆ Only employees enrolled in one of the group's health plans are eligible to receive flex time or monetary benefits for their participation in this program and utilize the Employee & Family Health/Wellness Centers.
- ◆ Participating Employees must complete the Employee Registration Form on page 13.
- \* No plan enrollee will be denied access to participating in an activity based upon physical limitations. In such cases, accommodations will be made to allow for participation.

## Program Overview:

The "Live Well - Work Well" Employee Total Wellness Program has been designed to inspire a healthier and happier lifestyle through fun and engaging activities, lessons and resources that were created to educate participants on developing their attention to their total wellbeing. This "Total Wellness" approach will explore several aspects of the wellness spectrum, including; physical, social, emotional, intellectual, career, financial, spiritual and environmental wellness.

## Program Components: Wellness Initiatives & Wellness Activities.

- ◆ The **Wellness Initiatives/Activities** are assessments designed to create awareness of any health risks and initiatives to address high risk physical health categories. The **Wellness Initiatives** are aimed at reducing the overall risks for chronic diseases associated with known risk factors. These encompass the following 5 risk areas: Healthy Weight, Blood Sugar/Diabetes, Cholesterol, Blood Pressure & Tobacco Use. The **Wellness Activities** are designed for employees who wish to improve healthy lifestyle habits and
- ◆ reduce their risks for developing chronic diseases. These activities will include group and individual physical challenges, educational programs, and activities related to all areas of the wellness spectrum.

## Program Incentives:

BOCC employees can earn incentives of up to **\$200.00 or 24 wellness hours per fiscal year**. Each incentive is worth either 2 or 4 wellness hours or as a cash incentive for \$25.00. You must choose one or the other. **No splitting incentives. Wellness hours will expire on September 30th. If wellness hours are earned in September, this will be credited for the next fiscal year.** Requests for use of wellness hours is at the discretion of your supervisor, just like vacation. Wellness hours must be taken in a minimum of two hour increments and can be accumulated and combined to allow for multiple wellness days.

Any incentives earned through the Employee & Family Health/Wellness Centers will be reported back to BOCC. The amount of wellness hours earned and used will be tracked in the payroll system. Wellness hours should be requested via payroll, just as you would request vacation time.

**Cash Payout Option:** Employees wishing to opt for a bi-annual payout in lieu of wellness hours must complete and submit the ***Cash Payout Election Form*** on page 14 of this guide. **Wellness hours will still appear in the payroll system, but cannot be used if you are opting for the Cash Payout Option.**

# The Eight Elements of the Total Wellness Spectrum



**Physical Wellness** is the process of engaging in healthy activities that benefit the body, such as nutritious eating and exercise.

**Emotional Wellness** is the process of recognizing, expressing, and managing one's full range of emotions. In addition, it encompasses the process of developing self-esteem and a positive outlook on life.

**Spiritual Wellness** is the process of discovering purpose and meaning in life and living a fulfilling life that is consistent with one's beliefs and values.

**Social Wellness** is the process of creating and maintaining healthy, meaningful relationships with those around you.

**Intellectual Wellness** is the process of expanding knowledge and skills as well as engaging in creative and mentally stimulating activities.

**Financial Wellness** is the process of learning to plan, save and spend financial resources efficiently and within one's means.

**Career Wellness** is the process of developing skills in and achieving personal fulfillment from our jobs while maintaining balance in our lives.

**Environmental Wellness** is the process of making choices that will contribute to sustaining or improving the quality of life in the world.

## WHAT WELLNESS INCENTIVES CAN I EARN EACH FISCAL YEAR?

- \* BOCC employees can earn a maximum incentive of 24 wellness hours or \$200.00.

## MAY I USE BOTH INCENTIVES AS WELLNESS HOURS & CASH PAYOUT?

- \* No. You may not combine wellness hours and cash payout incentives.

## HOW DO I ELECT TO RECEIVE THE CASH PAYOUT INCENTIVE?

- \* Complete the Cash Payout Election Form on page 14 of this guide and submit it to [Wellness@stlucieco.org](mailto:Wellness@stlucieco.org). You will still see wellness hours accumulate in payroll, but you may not use wellness hours if you elect the cash payout option.

## WHEN ARE THE CASH INCENTIVES PAID OUT?

- \* Cash incentives earned are paid out bi-annually in January and July.

## WHAT SHOULD I DO IF I WANT TO RECEIVE THE HOURS INCENTIVE?

- \* Nothing. You will automatically be enrolled in the hours incentive option, unless you submit the Cash Payout Election Form.

## WILL MY WELLNESS HOURS EXPIRE?

- \* **YES. ALL WELLNESS HOURS EARNED WILL EXPIRE 9/30 EACH FISCAL YEAR. IF WELLNESS HOURS ARE EARNED IN 9/1-9/30, THIS WILL BE CREDITED FOR THE NEXT FISCAL YEAR.**

## HOW MANY WELLNESS HOURS CAN I USE AT ONE TIME?

- \* Wellness hours must be used in a minimum of 2 hour increments. However, you may accumulate your wellness hours to use for full and/or multiple days off.

## HOW DO I REQUEST TO USE MY WELLNESS HOURS?

- \* Just like vacation time, you will request time off using wellness hours through your Supervisor. Employees should complete a time-off request and select "Wellness" hours.

## HOW DO I TRACK MY EXERCISE & STEPS FOR THE QUARTERLY INCENTIVES?

- \* You are responsible for keeping track of your exercise and steps using any fitness app you choose. You must complete and submit the Quarterly forms on pages 15 & 16 of this guide, as well as provide any required proof of activity in order to receive credit.

# FAQs

## HOW DO I KNOW WHAT INCENTIVES I HAVE EARNED THROUGH THE YEAR?

\* Participants are responsible for keeping track of what wellness activities they have completed and the incentives they have earned. However, employees will be able to view their available wellness hours balance, which is updated bi-weekly for payroll. Refer to the tables on pages 8 & 10 for incentive amounts. *(Cash payout participants: You will see wellness hours in the payroll system, but you cannot use these hours since you elected for the cash option.)*

## HOW DO I ENROLL IN INITIATIVES THROUGH HEALTH COACHES?

\* You can register for health coaching through the Employee & Family Health/Wellness Centers. Sessions are completed by one-on-one coaching calls with your assigned health coach. For more information, contact the Employee & Family Health/Wellness Centers.

## HOW DO I RECEIVE CREDIT FOR HEALTH COACHING COMPLETIONS?

\* Send Health Coaching documentation to [wellness@stlucieco.org](mailto:wellness@stlucieco.org). This documentation will serve as proof of completion for wellness credit.

## HOW DO I SCHEDULE AN ANNUAL WELLNESS APPOINTMENT?

\* Mobile App or Online: Login to the Employee & Family Health/Wellness Centers' mobile app or visit their online wellness portal. To earn credit for completing your annual wellness, it is required to complete a 2nd follow-up visit to review lab results with your provider. Following your 2nd visit, a completion report is provided to BOCC; otherwise, you may submit proof of your annual wellness 2nd follow-up visit to [wellness@stlucieco.org](mailto:wellness@stlucieco.org).

## HOW DO I RECEIVE CREDIT FOR WELLNESS CHALLENGES?

\* Participants will be required to sign in to these events. As long as you meet the challenge program attendance requirements, which will be announced with each challenge program, you will receive credit for completed wellness challenges.

## WHO DO I CONTACT FOR QUESTIONS ABOUT THE WELLNESS PROGRAM?

\* If you have questions or would like to share your ideas on how we can make St. Lucie County's employee wellness program even better, please contact [wellness@stlucieco.org](mailto:wellness@stlucieco.org).

# Getting Started

## ALL PARTICIPATING EMPLOYEES MUST SIGN AND SUBMIT THE EMPLOYEE ACKNOWLEDGMENT & REGISTRATION FORM LOCATED ON PAGE 13

This program encourages all participants to complete a baseline annual wellness. This includes a biometric screening (full panel blood draw) and 2nd follow-up visit with your provider.

To schedule your annual wellness visit, contact the Employee & Family Health/Wellness Centers by phone, or visit their mobile app or online wellness portal. To earn credit for completing your annual wellness, it is required to complete a 2nd follow-up visit to review lab results with your provider. Following your 2nd visit, a completion report is provided to BOCC; otherwise, you may submit proof of your annual wellness 2nd follow-up visit to [wellness@stlucieco.org](mailto:wellness@stlucieco.org).

### Table 1 - Wellness Initiatives

<b>Annual Wellness (1st visit for biometric lab work followed by 2nd visit for review of lab work results with provider)</b>		<b>\$25 or 4 Flex Hours</b>	
<b>Targeted Plans of Care</b>			
<i>Enrollment in any of the health coaching plans of care can be scheduled through the Employee &amp; Family Health/Wellness Centers. When scheduling an appointment, please indicate the plan of care you wish to address with a health coach. Coaching sessions are completed by one-on-one calls with your assigned health coach on a weekly basis. For more information, please contact the Employee &amp; Family Health/Wellness Centers.</i>			
MEASUREMENT	TARGET GOALS	PLANS OF CARE	INCENTIVE
<b>Weight Measurement Body Mass Index (BMI) OR Waist Circumference</b>	BMI: 30 or Less OR Waist Circumference Male <= 40 Inches Fe- males <= 35 Inches	Weight Management	\$25 or 4 Hours
<b>Blood Sugar</b>	100 mg/dl or Less	Diabetes Management	\$25 or 4 Hours
<b>Cholesterol</b>	220 mg/dl or Less	Cholesterol Management	\$25 or 4 Hours
<b>Blood Pressure</b>	Systolic: 140 or Less Diastolic: 90 or Less	Hypertension Management	\$25 or 4 Hours
<b>Tobacco Use</b>	No Use Detected	Tobacco Cessation	\$25 or 4 Hours
<b>Non-Targeted Plans of Care</b>			
<i>The Employee &amp; Family Health/Wellness Centers offer non-targeted plans of care with a health coach. When scheduling an appointment, please indicate the plan of care you wish to complete.</i>		<b>Healthy Eating Pre-Diabetes Management Stress Management Asthma Management Healthy Body/Healthy Mind Exercise</b>	\$25 or 4 Hours



## How The Wellness Initiatives Work

To participate in the **Wellness Initiatives (Table 1)**, you will need to schedule a Annual Wellness appointment by contacting the Employee & Family Health/Wellness Centers. This includes your first visit for biometric lab work followed by a second visit to review your lab results with a provider. The Employee & Family Health/Wellness Centers will provide completion reports for wellness initiatives completed through the Employee & Family Health/Wellness Centers.

**You may earn additional wellness incentives by participating in the Plans of Care.** These include both Targeted and Non-Targeted Plans of Care. Examples of Targeted Plans of Care include: Weight management, diabetes management, cholesterol management, hypertension management and tobacco cessation. Examples of Non-Targeted Plans of Care include: Healthy eating, pre-diabetes management, stress management, asthma management, healthy body/healthy mind exercises.

### Full completion of 1 Plan of Care is worth 4 Wellness Hours or \$25.00

**Weight Management:** This program will help you lose weight and keep it off! The program incorporates diet, exercise and, for some participants, weight loss medication to reach weight loss goals that are tailored for each individual.

**Diabetes Management:** Uncontrolled diabetes increases the risk of a number of complications that can affect nearly every organ inside the body, including the heart, blood vessels, eyes, kidneys, and nerves. This program will review the importance of understanding your blood sugar numbers as well as diet and exercise strategies to control blood sugar.

**Cholesterol Management:** Elevated cholesterol contributes to the risk of heart disease and stroke. This program will provide

nutrition and exercise strategies to lower and control cholesterol levels. Medication dispensed and managed by your provider will be utilized when necessary.

**Hypertension Management:** Geared for those individuals with elevated blood pressure, this program will incorporate diet and exercise to help lower blood pressure. Medication and managed by your provider will be utilized when necessary.

**Tobacco Cessation:** This program is a varied program designed to find the best way to help you kick the habit and eliminate the risks associated with tobacco use, including many cancers, heart disease, stroke and other chronic illnesses.

**Please Note:** The targets listed in Table 1 are *final* goals. You do not need to meet the final goal to earn the wellness incentives. Simply complete the program through your health coach.

## How the Wellness Activities Work

**Wellness Challenges:** These hands-on fitness or wellness-related activities provide a fun opportunity for participants to engage in friendly competitions with co-workers and help foster our culture of wellness here at SLC. A variety of challenges relating to several areas of the wellness spectrum will be announced throughout the year.

**Wellness Presentations:** Live presentations relating to the entire wellness spectrum may be announced throughout the year and qualify participants for wellness credits.

**Quarterly Self-Reported Exercise:** Participants must report a minimum 30 minutes of exercise on 12 days each month for every month in the participating quarter.

*Participants are responsible for completing the Quarterly Exercise Completion Form on page 15 of this guide. For credit, please submit to [Wellness@stlucieco.org](mailto:Wellness@stlucieco.org).*

**Quarterly Self-Reported Steps:** Participants must report a minimum of 50,000 steps each week for each participating quarter. (Tracking devices will NOT be provided.)

*Participants are responsible for completing the Quarterly Steps Completion Form on page 16 of this guide. Proof of steps activities must be attached. For credit, please submit to [Wellness@stlucieco.org](mailto:Wellness@stlucieco.org).*

**Table 2 - Wellness Activities**

ACTIVITY	TARGET	INCENTIVE
<p><b>Wellness Challenges</b> Includes any promoted challenges related to the "Total Wellness Program."</p>	Completed Challenge	\$25 or 4 Hours
<p><b>Wellness Presentations</b> Includes any promoted presentations related to the Total Wellness Program.</p>	Completed Program	\$25 or 2 Hours
<p><b>Quarterly Self-Reported Exercise</b> Reported via participant's submission of a completed Quarterly Exercise Log (Form is included on page 15 of this guide)</p>	Exercise a minimum of 30 minutes on 12 days per month for each month in a participating quarter	\$25 or 2 Hours/Per Quarter
<p><b>Quarterly Self-Reported Steps</b> Reported via participant's submission of a completed Quarterly Steps Log (Form is included on page 16 of this guide)</p>	50,000 steps per week minimum for each month in a participating quarter	\$25 or 2 Hours/Per Quarter

# Helpful Resources

## Professional Health Coaches



Professional Health Coaches are available to all SLC employees who are enrolled in the County's group health coverage. Employees can request to be paired with a health coach by making an appointment through the Employee & Family Health/Wellness Centers. The professional health coaching services are an extension of your provider's care, not a replacement or substitution for that care.

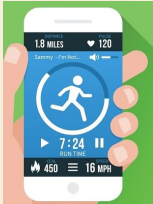
The role of the Health Coach is:

- ◆ To assess health habits and assist employees in identifying and setting health goals.
  - To assess readiness to change and provide necessary information, guidance, and
- ◆ support moving forward in meeting health goals.
  - To help employees follow their physician's plan of care, such as managing their
- ◆ medications, maintaining follow-up visits, and answering health questions.

## Gym Membership Discounts

All employees and their dependents (aged 18 and over) enrolled in the County's group health insurance plan are eligible for discounted gym memberships through Florida Blue/Blue 365. You will have access to a network of over 10,000 gyms nationwide. For more information, please contact [Wellness@stlucieco.org](mailto:Wellness@stlucieco.org).

## Mobile Apps for Tracking Fitness Activities, Steps, Meals, Calories & Weight



There are free mobile apps available for tracking your fitness activities, steps, meals, calories, weight, and more. You may download these apps in the Google Play Store on your Android phone (Google Fit) or in the App Store on iPhones (Apple Health). The best way to find the right app for you is to try out the apps and see which one best fits your wellness goals.

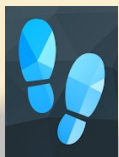
### CHECK OUT THESE POPULAR MOBILE APPS:



**MyFitnessPal:** This app is a great app for those looking to lose weight. You can track meals, calories consumed, physical activities, calories expended, and monitor weight loss. There is a food database of over 300,000 items for meal tracking.



**SparkPeople:** This is another great app for tracking nutrition, activities, and progress. This app includes a barcode scanner for packaged foods. Another great feature is its interactive community that allows access to challenges, member homepages/blogs, success stories, message boards, and SparkRecipes, a fantastic resource for finding healthy recipes and calculating nutritional values for recipes.



All participants are responsible for using their own tracking devices to record their physical activity, including steps. The County will NOT be providing employees with tracking devices this year. However, there are plenty of mobile apps that allow you to use your mobile phone to track your steps and other wellness activities.



**“Live Well - Work Well.”**

## **BOCC Employee Registration & Acknowledgment**

*This form acts as a comprehensive signature acknowledgment for use with all “Live Well. Work Well.” Employee Total Wellness Program activities.*

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

### Specific Wellness Goals and Concerns

Short Term: \_\_\_\_\_

\_\_\_\_\_

Long Term: \_\_\_\_\_

\_\_\_\_\_

I acknowledge I have received the "Live Well. Work Well." Total Wellness Program Guide, and I have read and accepted each policy in its entirety and will retain the program policies for my records. I understand any questions regarding the program or any of its policies should be directed to HR for clarification and this acknowledgment form will be retained in my employee file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please scan/email completed forms to [wellness@stlucieco.org](mailto:wellness@stlucieco.org)



**“Live Well - Work Well.”**

**BOCC Cash Payout Election**

*This form is an acknowledgment of your choice to receive a cash payout in lieu of wellness hours for any wellness-related incentives earned through the “Live Well. Work Well. Employee Total Wellness Program. Employees cannot elect to combine both wellness hours and cash payout usage.*

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

In lieu of the wellness hours option, I am electing to receive a cash payout (to be paid bi-annually) for any incentives I earn through my participation in the “Live Well. Work Well.” Total Wellness Program. I understand that by electing the cash payout option, I am not eligible to use the wellness incentives I earn as time-off, despite their appearance in the payroll system. I acknowledge that if I take any portion of my wellness incentives as time-off, I will forfeit my right to receive a cash payout on any remaining balance of wellness incentives that I earn.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please scan/email completed forms to [wellness@stlucieco.org](mailto:wellness@stlucieco.org)



**“Live Well - Work Well.”**

## **BOCC Quarterly Exercise Participation**

*This form is an acknowledgment of your participation and completion of the Quarterly Exercise Challenges through the “Live Well. Work Well.” Program.*

*Please scan/email completed forms to [wellness@stlucieco.org](mailto:wellness@stlucieco.org)*

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

In accordance with the rules set forth in the “Live Well. Work Well.” Total Wellness Program, I acknowledge I have met or surpassed the Exercise Challenge requirement of exercising for at least 30 minutes on a minimum 12 days per month for 3 consecutive months. (Exercise must be in addition to step activity.) I attest that I am eligible to receive wellness credit for the quarter that I have check-marked below.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Please check box below to indicate the quarter of participation.*

1st Quarter  
Jan.—Mar.

2nd Quarter  
Apr.—Jun.

3rd Quarter  
Jul.—Sep.

4th Quarter  
Oct.—Dec.

Monthly log of the dates that I participated in at least 30 minutes of exercise:

Month 1	
1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

Month 2	
1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____

Month 3	
1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____



## “Live Well - Work Well.”

### BOCC Quarterly Steps Participation

*This form is an acknowledgment of your participation and completion of the Quarterly Steps Challenges through the “Live Well. Work Well.” Program. Please scan/email completed forms to [wellness@stlucieco.org](mailto:wellness@stlucieco.org)*

**Note: Participants must use their own step tracking device (or free phone app) to track steps.**

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

In accordance with the rules set forth in the “Live Well. Work Well.” Total Wellness Program, I acknowledge that I have met or surpassed the Steps Challenge requirement of walking a **minimum 50,000 steps per week** for each of the 3 consecutive months in a participating quarter. I attest that I am eligible to receive wellness credit for the quarter that I have check-marked below and have attached supporting documentation for proof of step activity.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Please check box below to indicate the quarter of participation.*

1st Quarter  
Jan.—Mar.

2nd Quarter  
Apr.—Jun.

3rd Quarter  
Jul.—Sep.

4th Quarter  
Oct.—Dec.

Monthly log of the number of steps that I walked each week:

**Minimum requirement: 50,000 Steps Per Week**

**(Please attach proof of step activity)**

<u>Month 1</u>	<u>Month 2</u>	<u>Month 3</u>
Week 1: _____ Steps	Week 1: _____ Steps	Week 1: _____ Steps
Week 2: _____ Steps	Week 2: _____ Steps	Week 2: _____ Steps
Week 3: _____ Steps	Week 3: _____ Steps	Week 3: _____ Steps
Week 4: _____ Steps	Week 4: _____ Steps	Week 4: _____ Steps