



L . I . F . E .

Lifestyle Improvements for Employees

Macon County Employee LIFE Program

Lifestyle Improvements for Employees

2016 - 2017 Wellness Program Plan

Welcome to the Macon County Employee LIFE Program for 2016-2017

July 1st marks the beginning of a new LIFE program year for county employees. We value your participation as we strive to create a culture of wellness in Macon County. The goal of the LIFE program is to provide quality and accessible health information and programs that will encourage you to pro-actively address healthy lifestyle choices.

- ❖ This booklet of information provides an outline of upcoming programs, activities and resources that are available to you throughout the year. We strive to bring you a variety of activities to choose from that are fun and will also challenge to to make those important lifestyle changes.
- ❖ Included at the back of the booklet are some important forms and instructions you will need this year.
- ❖ In addition to programs sponsored through the LIFE program, we will be partnering again with BCBS to offer you their online “Healthy Outcomes”. “Healthy Outcomes” is a free online worksite wellness website with several activities and online classes that you can participate in to earn extra LIFE Points. See instruction sheet at back of booklet.
- ❖ Please take some time and look through the packet to see the variety of programs, classes and activities being offered.

What is the LIFE Program?

- A Worksite Wellness Program designed for Macon County Employees.
- A program where employees **can earn paid leave** for participating in programs and activities that increase healthy lifestyle changes.
- A program that encourages and helps employees to **improve their health** and live **healthier lives.**

How do I participate in the LIFE Program?

- Browse through the LIFE packet and take a look at the various activities offered to employees to earn LIFE Points. Additional activities, classes and screenings are added throughout the year.
- Read the monthly **Employee LIFE Newsletter** to learn about opportunities to participate in upcoming activities. This newsletter is sent to employees through the county email.
- Sign up for activities, screenings, and classes to earn points

How do I earn time off from work?

- Earn up to **12 hours** leave by participating in LIFE Program activities which promote health. When you do these things, you earn points called LIFE Points which can be traded in for paid leave. LIFE Points can add up fast!
 - **Receive 4 hours off from work for accumulating - 40 LIFE points**
 - **Receive 8 hours off from work for accumulating - 50 LIFE points**
 - **Receive 12 hours off from work for accumulating - 90 LIFE points**

Questions? Need more information?

- Contact the LIFE Program Coordinator, Melissa Leatherman at the Macon County Public Health at **349-2459** or email at **mleatherman@maconnc.org** if you have questions.
- Information about the LIFE Program is also available on the Macon County website. Go to **maconnc.org**, click on County Agencies, then Human Resources, then Forms/Downloads. The user is **forms** and the password is **access**.



L.I.F.E.

Lifestyle Improvements for Employees

Macon County LIFE Program July 1, 2016 – June 30, 2017

You will be offered incentives for participating in Macon County's employee wellness program sponsored through Macon County Public Health. By participating in the events scheduled through the **LIFE Program**, permanent employees can accumulate points which can be traded in for time off work. A *tentative* schedule of classes and programs has been developed. Other types of screenings, classes and programs will be offered as they become available.

I. Participation Guidelines

- Employee's supervisors may allow a flexible schedule to participate in the programs; however, all programs are optional and must be completed on the employee's time.
- Immediate family members (spouse and children over 16) are also invited to participate in the classes; although only permanent employees are allowed to accumulate points. Points are non transferable between employees.

II. LIFE Point Award Levels

- ❖ **You may receive 4 hours off from work for accumulating 40 LIFE points**
- ❖ **You may receive 8 hours off from work for accumulating 50 LIFE points**
- ❖ **You may receive 12 hours off from work for accumulating 90 LIFE points**
- ❖ **Time off must be taken in the same increment it is earned.** Example: 4 hours earned must be taken as 4 hours leave—not 2 hours at one time and 2 hours at another time.

III. Requesting Leave Time

Each time you participate in a LIFE activity, you will be given a voucher that indicates the number of points you've earned. These vouchers must be turned in for your time off – **vouchers are not replaceable** so be sure to keep them in a safe place.

When you have accumulated enough points for time off complete the following steps:

- ❖ Complete one of the "**LIFE Worksite Wellness Leave Request Forms**" available at maconnc.org; County Agencies; Human Resources; Forms / Downloads. The user is **forms** and the password is **forms**. You can also get a form by contacting the LIFE Program Coordinator at **349-2459**.

2016 – 2017 LIFE Program Activities and Classes

Below are a few of the monthly classes and activities that will be offered through the LIFE Program.
Other programs will be added as they become available.

July 2016	August 2016	September 2016	October 2016	November 2016	December 2016
“Sit for 60..Move for 3” Challenge	Walk 4 Wellness Walking Challenge	Free Skin Cancer Screening	Lunch and Learn Class Employee Flu Clinic	Maintain Don’t Gain Holiday Weight Challenge	
Chair Exercises for Fitness Class	Insurance & LIFE Program Information Class	Free Zumba Classes	Online Self-Management Challenge	12 Lessons of Wellness and Weight Management	

January 2017	February 2017	March 2017	April E2017	May 2017	June 2017
12 Lessons of Wellness and Weight Management	Stress Management Class	Brown Bag Challenge	Lunch and Learn Class	Employee Fitness Fair	
Bone Density Screening	Online Self Management Class		Exercise Challenge		
On-Going Activities to Earn LIFE Points: Physical Activity Log Prevention (eye exams- dentist visits- annual physicals – mammograms – pap smears – PSA, colonostomy) BCBS Healthy Outcomes Ladies Night Out Blood Donation and Community Fitness Events					



L.I.F.E.

Lifestyle Improvements for Employees

Physical Activity Log: Earn 5 to 50 LIFE Points

July 1, 2016 through June 30, 2017

Steps for Earning LIFE Points

1. Sign and return the “**Waiver for Participation**” (located on the Macon County website) to Melissa Leatherman at Macon County Public Health.
2. Select an enjoyable activity(s). Suggestions are listed on the following page.
3. Earn LIFE Points in one of two ways.
 - You can earn 1 LIFE Point for each week you exercise a minimum of 30 minutes a day on 4 different days during that week. The 30 minutes can be broken up throughout the day.
 - Or you can earn 0.5 LIFE Points for exercising a minimum of 30 minutes a day on 3 different days during that week.
4. Keep a record of your activity on the log.
5. Sign and date the log affirming you fulfilled the requirements.
6. When you have earned at least 5 LIFE Points, you can send the activity log to Melissa Leatherman at Macon County Public Health. You can turn in a log several times throughout the year. Each time you turn in your log, however, **you must have accumulated at least 5 LIFE Points in order to receive a LIFE Points voucher.**

7. The program runs from July 1, 2016 through June 30, 2017. Although July 1 is the official start date, you can start the program anytime until June 2017. You can also start and stop as many times as you like.
8. **LIFE Points earned from July 1, 2016 through June 30, 2017 will expire on June 30, 2017.** This includes the LIFE Points earned for this Physical Activity Log so please remember to turn in your final log as soon as possible after June 24, 2017.
9. When you need more logs, you can find them on the Macon County website. From the main front page, click on County Agencies, then Human Resources, then Forms / Downloads. The user is forms and the password is access. Or you can contact Melissa Leatherman to have more logs sent to you.
10. Questions? Please contact Melissa Leatherman at mleatherman@maconnc.org or 349-2459.

Experts agree that for better health, physical activity should be done regularly. The *Dietary Guidelines for Americans 2005* from the U.S. Department of Health and Human Services state the physical activity promotes health, psychological well-being, and a healthy body weight. At least 30 minutes of moderate-intensity physical activity (such as brisk walking) on most days of the week is recommended. This amount of physical activity can reduce the risk of chronic diseases. Most people can obtain greater health benefits by doing more physical activity of greater intensity and for longer periods of time. About 60 minutes per day may be needed to prevent weight gain. People are encouraged to achieve physical fitness by doing aerobic activity, stretching exercises for flexibility, and resistance exercises or calisthenics for muscle strength and endurance.

The following activities are only suggestions. You may use any physical activity or combination of activities to accumulate your 30 minutes per day. If you are participating in an activity you do not see below call Melissa at 349-2459 to see if it qualifies for LIFE Points.

- Aerobic Dance
- Backpacking
- Badminton
- Baseball
- Basketball
- Bicycling
- Bowling
- Calisthenics
- Canoe/Kayak
- Dancing
- Disc Sports
- Fencing
- Football
- Golf *(No Golf Carts May Be Used)*
- Group Exercise
- Gymnastics
- Handball
- Horseshoe Pitching
- Ice Hockey
- Ice Skating
- In-Line Skating
- Jogging
- Kick Boxing
- Lawn Mowing *(Walk Behind Only)*
- Mall Walking at Brisk Pace *(Not casual shopping)*
- Martial Arts
- Officiating Sports
- Racquetball
- Roller Skating
- Rope Skipping
- Rowing
- Running
- Scuba-Skin Diving
- Nautilus
- Snow skiing
- Snow shoveling
- Soccer
- Softball
- Squash
- Stair Climbing
- Swimming
- T'ai Chi
- Tennis
- Volleyball
- Walking/Hiking
- Volleyball
- Water Aerobics
- Water Skiing
- Weight Training
- Woodcutting
- Wrestling
- Yard Work
- Yoga



LIFE Program Physical Activity Log

2016 – 2017

(Please check the box that applies and fill in total points each week)

WEEK OF:	Exercised @ least 30 minutes on 3 different days of week.....	Exercised @ least 30 minutes on 4 different days of week....	Type of Exercise Or Activity	Total # of points for the week...	Initial each week
7/4/16					
7/11/16					
7/18/16					
7/25/16					
8/1/16					
8/8/16					
8/15/16					
8/22/16					
8/29/16					
9/5/16					
9/12/16					
9/19/16					
9/26/16					
10/3/16					
10/10/16					
10/17/16					
10/24/16					
10/31/16					
11/7/16					
11/14/16					
11/21/16					
11/28/16					
12/5/16					
12/12/16					
12/19/16					

WEEK OF:	Exercised @ least 30 minutes on 3 different days of week.....	Exercised @ least 30 minutes on 4 different days of week....	Type of Exercise Or Activity	Total # of points for the week...	<u>Initial each week</u>
1/2/17					
1/9/17					
1/16/17					
1/23/17					
1/30/17					
2/6/17					
2/13/17					
2/20/17					
2/27/17					
3/6/17					
3/13/17					
3/20/17					
3/27/17					
4/3/17					
4/10/17					
4/17/17					
4/24/17					
5/1/17					
5/8/17					
5/15/17					
5/22/17					
5/29/17					
6/5/17					
6/12/17					
6/19/17					

When you have earned at least 5 LIFE Points, you can send the activity log to Melissa Leatherman at the Macon County Public Health Center. You can turn in a log several times throughout the year. **Total point accumulation is 50 Points.**

I hereby affirm that I fulfilled the requirements for the LIFE Physical Activity Log.

Name: _____ **Department:** _____

BCBS/Blue Connect and Healthy Outcomes Website

Earn LIFE Points and Keep Up to Date on Your Insurance Information

The BCBS/Blue Connect website is available for all **employees and retirees** who are enrolled in the County insurance plan. It's easy to register and get started. All you need is your Member ID card

and 2 minutes! Once you are registered you will have access to the following:

- **Know what your plan covers**
- **Detailed views of your benefits**
- **See your claims history**
- **Find a doctor or see if your doctor is one of the 95% of doctors in N.C. who are in our network and get cost estimates for services**
- **Connect to the latest apps**

- **Online Library with the latest information on a wide variety of health topics and interests.**
- **Enjoy healthier living through the *Healthy Outcomes* section on this website.** This site contains resources, tools, educational programs, on-line seminars and challenges all designed to help you take charge of your health.

How Do I Sign-Up?

- ❖ ***Go to www.BlueconnectNC.com***
- ❖ ***Click Register Now***
- ❖ ***Set up your account.*** You will be asked to put in your BCBS Subscriber #
- ❖ ***Once your account is set up start exploring!***

Below are the wellness activities you can participate in to earn LIFE Points.

Living Conversations – 2 LIFE Points Each

These are quick, **interactive** conversations covering a variety of health topics, such as stress, back pain and getting active. **Each one takes about 10-15 minutes to complete.**

Dealing with Stress	
Healthy Thinking	
Quit Smoking Again	Daily Aspirin to Prevent Heart Attacks
Healthy People Get Active	Beta Blockers and Your Heart
Healthy Eating	Statins for People with Diabetes or Heart Problems
Healthy Weight	Diabetes and A1C Testing
Preventing Falls	
Medicines to Treat Depression	

Online Monthly Seminars – 3 LIFE Points Each

These fun and engaging seminars can help you learn more about health topics and take steps to live healthier. **They can be completed at your convenience, in as little as 10-15 minutes.** A new seminar is released on the first of each month.

1. Taking the Stress Out of Relationships – July 2015
2. Antibiotics and Your Health – August 1, 2015
3. The Latest on Food and Your Health – September 1, 2015
4. Sleeping Well – October 1, 2015
5. Living Without Tobacco – November 1, 2015
6. Better Living: You Can Do It! – December 1, 2015

Health Challenges – 10 LIFE Points Each

Practice real activities. Challenges give you the opportunity to put healthy behaviors into action!

1. Maintain Don't Gain (weight management)
2. Strive for 5 (help improve nutrition)
3. Get Active (increase physical activity)
4. Chill Out (reduce your stress)

Virtual Coaching – 15 LIFE Points Each - This is a 6 week personalized, online program with tools designed to help participants take an active role in improving their health. Focus areas to choose from: healthy weight, taming stress, nutrition and physical exercise.

**Macon County LIFE Worksite Wellness Program
Leave Request Form – July 1, 2016-June 30, 2017**

Instructions: Complete items 1-4 below

1. Obtain supervisor's signature.
2. Obtain Department Head's signature. (Department Heads obtain Human Resources signature)
3. Attach completed form (with signatures) to Time Sheet during payroll period leave is taken.
4. Attach your vouchers to a plain sheet of paper. You can place up to (4) vouchers on the sheet. Do not attach vouchers to the backside of the sheet. Tape your vouchers to the sheet making sure not to have hangover at the top. Trim vouchers at the top if necessary.

PLEASE PRINT

1. Name: _____
2. I have participated in the following LIFE programs and have accumulated the indicated points. My vouchers are attached.

_____ Points	5 Points	Bone Density Screening
_____ Points	5 to 20 Points	Chronic Disease Management Program
_____ Points	5 to 50 Points	Physical Activity Log
_____ Points	10 Points	Skin Cancer Screening
_____ Points	5 to 20 Points	Healthful Living Classes (4 per year)
_____ Points	10 to 20 Points	Walking/Fitness Program
_____ Points	5 to 10 Points	Ladies Night Out
_____ Points	5 or 10 Points	Brown Bag- The Healthy Way
_____ Points	15 Points	Quitting Tobacco
_____ Points	5 to 20 Points	Preventive Health Care
_____ Points	5 to 15 Points	Community Fitness Events
_____ Points	5 to 15 Points	Blood Donation
_____ Points	5 to 45 Points	Self-Management Challenges(nutrition/fitness/well-being)
_____ Points	Other – Describe _____	Points Other – Describe _____
_____ Points	Other – Describe _____	Points Other – Describe _____
_____ Points	Other – Describe _____	Points Other – Describe _____

Total Points

3. Points may be redeemed as follows: (**MAXIMUM – 12 Hours Off from July 1, 2015 to June 30, 2016.** Time must be taken in the increment it is earned, ie 4 hours earned must be taken as 4 hours leave, not 2 hours at one time and 2 hours at another time.)

▪ **4 hours off – Earn 40 LIFE Points 8 hours off – Earn 50 LIFE Points 12 hours off – Earn 90 Life Points**

Date time off is to be taken: _____ (**must be used by 6/30/2017**)

Employee's Supervisor

Department Head