

 <p><b>Town of Moncks Corner</b></p>	<p><b><u>TOWN ADMINISTRATION</u></b></p> <p><b>Safety/Wellness Program</b></p>	<p><b>Effective: 01/01/2025</b></p>
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**Purpose:** To assist employees in living a healthy lifestyle and making safe and healthy choices. The Safety/Wellness Program offers rewards and education related to physical activity, nutrition, disease prevention/management, mental wellness/positivity, and physical safety.

**Statement of Policy:** Safety/Wellness Reward Points are points that full-time employees can earn by participating in specific Town-sponsored and designated safety/wellness activities and events.

**Eligibility:** All full-time employees can earn Safety/Wellness Reward Points. Safety/Wellness Reward Points will be given for qualifying activities performed in the same calendar year and will not be retroactively applied to the previous year's safety/wellness activities.

**Use:** Safety/Wellness Reward Points can be used to earn gift cards and prizes throughout the year. Employees must earn 12 points to qualify for the end-of-year prizes/gift cards.

**Tracking:** Human Resources, with the assistance of the Safety Committee Chairperson, will be responsible for tracking Safety/Wellness Reward points. To earn points, the employee must provide HR with proof/documentation via upload in ADP within 90 days of completing the task. Points will **NOT** carry over into the following year.

**Please note the additional information below:**

- Safety/Wellness Reward Points cannot be donated or transferred to another employee.
- Participation in this program is voluntary, including attendance at qualifying events.
- The needs of the Town and/or Department are the priority. Employees scheduled to work the day of an activity or event may attend if their work schedules permit, only with their supervisor's approval. The time to participate in such events will be unpaid; employees must use their accrued paid leave, if applicable.
- If an activity or event occurs during an employee's day off, no compensation will be paid for attending; however, Safety/Wellness Reward Points may be awarded.
- Documentation provided by the employee as proof of attendance/completion is subject to approval by Human Resources or the Safety Committee Chairperson, as required. (Please note: the employees' medical records or other sensitive information will never be shared outside of HR. Employees are specifically asked not to submit any personal medical information; the Explanation of Benefits (EOB) details the services rendered/billed for and is the preferred documentation for proof of medical treatment).
- The Safety Committee will conduct a quarterly point assessment. If employees have reached the 12-point goal, they will receive a gift card at the time of assessment. Any employees who complete the 12-point goal will also qualify for the grand prize drawing, which will be held in the fourth quarter of the calendar year.
- Employees may lose points or be disqualified from the program if they are found to have participated in unsafe work practices. Issues will be evaluated on a case-by-case basis.

Qualifying Ways to Earn	Point Value & Maximum	Acceptable Documentation
Complete an annual health screening, including but not limited to a blood pressure screening, height and weight measurements, bloodwork, and lipid panels.	Two (2) points per annual screening.	EOB
Complete an annual adult wellness check, annual physical, or adult well-woman visit with an OB/GYN.	Two (2) points per annual wellness visit. <i>Max: Two (2) points per year.</i>	EOB
Participate in a Town-sponsored Walk/Run event. <i>Examples: Color Run, Orange Walk, Tinsel Trot.</i>	One (1) point per event.	Sign-in sheet provided
Complete a bi-annual dental cleaning.	One (1) point per cleaning. <i>Max: Two (2) points per calendar year.</i>	EOB
Complete an annual eye exam.	One (1) point per exam. <i>Max: One (1) point per year.</i>	EOB
Complete a <b>Major</b> lifestyle change program deemed appropriate by the committee. Examples to include but are not limited to: <ul style="list-style-type: none"> <li>• Meru Health 12-week treatment program to reduce stress, anxiety, depression, and burnout.</li> <li>• Wondr Health clinical behavioral weight management program.</li> <li>• Virta diabetes management program.</li> <li>• Quit for Life smoking cessation program provided by PEBA.</li> </ul>	Four (4) points per program. <i>Max: Four (12) points per year.</i>	Certificate of Completion or EOB
Complete a <b>Minor</b> lifestyle change program deemed appropriate by the committee. Examples to include but are not limited to: <ul style="list-style-type: none"> <li>• Hello Heart program through PEBA.</li> </ul>	One (1) point per program. <i>Max: One (1) point per year.</i>	EOB
Complete up to three (3) of the following preventative screenings or vaccines: <ul style="list-style-type: none"> <li>- Colorectal cancer screening</li> <li>- Cervical cancer screening/PAP test</li> <li>- Prostate cancer screening</li> <li>- Testicular cancer screening</li> <li>- Mammogram</li> <li>- Skin cancer screening</li> <li>- HbA1c/diabetes test</li> <li>- Bone density test</li> <li>- Cholesterol check</li> <li>- Thyroid panel</li> <li>- Mammogram</li> <li>- RSV vaccine</li> <li>- Tdap (tetanus, diphtheria, pertussis) vaccine</li> <li>- Td (tetanus, diphtheria) booster</li> <li>- MMR (measles, mumps, rubella) vaccine</li> <li>- Varicella (chicken pox) vaccine</li> </ul>	One (1) point per procedure/vaccine. <i>Max: Four (4) points per calendar year.</i>	EOB, Sign-up sheet.

<ul style="list-style-type: none"> <li>- Zoster (shingles) vaccine</li> <li>- HPV vaccine</li> <li>- Pneumococcal vaccine</li> <li>- HepA vaccine</li> <li>- HepB vaccine</li> <li>- COVID-19 vaccine</li> <li>- Influenza vaccination (FLU)</li> </ul>		
CPR Certification.	Three (3) points per certification.	CPR Certificate
Maintain a clean driving record. If the employee has had no driving infractions (traffic tickets or at-fault accidents), points will be automatically earned and awarded upon annual reporting.	Two (2) points annually for a clean record.	Annual DMV report provided by the Town
Complete a National Safety Council Defensive Driving course (4, 6, or 8-hour course).	Points awarded: 4hr = 1 Point 6hr = 2 Points 8hr = 3 Points <i>Max: Three (3) points per year.</i>	NSC DDC Certificate
Report a hazardous/unsafe condition to the Safety Committee. The employee is only eligible if the proper reporting form is used, a viable solution is presented, and the report ends in corrective action. This is subject to verification.	Two (2) points per report. <i>Max: Four (4) points per calendar year.</i>	Unsafe Condition Reporting Form
Serve on and actively participate in the Town's Safety Committee for the entire calendar year.	One (1) point per year.	Verification by Chairperson