



# ADMINISTRATIVE POLICY

<b>SUBJECT</b>	<b>CITY EMPLOYEE HEALTH AND WELLNESS INCENTIVE</b>		
<b>NUMBER</b>	23-03	<b>SIGNED DATE</b>	10/25/2023
<b>ISSUED BY</b>	Mark Washington, City Manager <i>Mark A. Washington</i>		
<b>PREPARED BY</b>	Human Resources Department		
<b>HISTORY:</b>	<b>FILE NUMBER</b>	<b>DATE</b>	
	23-03	10/25/2023	
<b>ASSOCIATED POLICIES</b>	N/A		
<b>CITY VALUES</b>	<input type="checkbox"/> Accountability	<input checked="" type="checkbox"/> Collaboration	
	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Equity	
	<input type="checkbox"/> Innovation	<input checked="" type="checkbox"/> Sustainability	

## SUMMARY

The City of Grand Rapids Health and Wellness Incentive program aims to educate, encourage, and inspire all City employees to embrace a safe, healthy, and well-balanced lifestyle through programming which supports a broad range of needs and interests. This policy aims to expand upon and clarify the supplemental agreement with the City of Grand Rapids Bargaining Units from October 2016.

## PURPOSE

To help encourage and incentivize City of Grand Rapids employees to live healthier lives. This policy aims to improve employee retention, attraction, improve presenteeism, and reduce absenteeism. The vision of the program is that the City is an excellent place to be and work because of an excellent and supportive workplace environment where equitable and holistic wellbeing opportunities are provided to a diverse workforce and their support systems.

## POLICY APPLICABILITY

A program to incentivize healthy behaviors for City employees. The payment of the awarded incentive amount will be taxed and paid directly to the employee on the payday closest to the end of the fiscal year (July 1 through June 30).

**INCENTIVE AMOUNTS NOT TO EXCEED**

- 1. The City will pay directly to the employee up to \$250 annually by receiving up to 10 wellness credits.

<b>1 credit</b>	\$15	<b>6 credits</b>	\$140
<b>2 credits</b>	\$30	<b>7 credits</b>	\$155
<b>3 credits</b>	\$45	<b>8 credits</b>	\$170
<b>4 credits</b>	\$60	<b>9 credits</b>	\$185
<b>5 credits</b>	\$75 + \$50 bonus = \$125	<b>10 credits</b>	\$200 + \$50 bonus = \$250

**CONDITIONS FOR PAYMENT**

- 2. Wellness credits can be earned by:
  - a. Participating in City of Grand Rapids wellness activities that include wellness workshops, challenges, coaching, onsite fitness, department activities, etc.
  - b. Receive 1 wellness credit each month by completing and logging 12 activities on the wellness app, ActiveFit+. These activities include working out at a fitness facility, walking 10,000 steps, or working out at home.

**EMPLOYEE ELIGIBILITY REQUIREMENTS**

- 3. To be eligible, an employee must:
  - a. Be a fulltime employee of the City of Grand Rapids
    - AND -
  - b. Be enrolled in the City’s health insurance plan as either a subscriber or as a dependent.
    - i. For the purpose of this section, a dependent is defined as a legal spouse or a child under the age of 26.
  - c. Staff who are not eligible to receive the incentive are still able to participate in all programming.

**CONTINUATION OF THE PROGRAM**

- 4. This program will be continued only as long as it is deemed appropriate by the City Commission. The City Manager may at their discretion recommend the termination or modification of this program due to a determination that (1) the desired purpose has been attained; (2) the program is not sufficiently meeting the desired goal; (3) the program is not cost effective or fiscally sustainable; or (4) the program should be discontinued or modified for any other legitimate reason at the discretion of the City Manager