

# Harford County Sheriff's Office



## Wellness Incentive Program Manual

## HCSO Wellness Incentive Program Manual

### Purpose:

The purpose of the Wellness Incentive Program is to help change the culture of the Harford County Sheriff's Office and give all employees the opportunity to choose a wellness track with related incentives based on their own individual choices.

### Scope:

The program is voluntary for each employee and two separate incentive tracks have been established. Based on the individual's fitness level or personal preference they would choose a track(s), wear a "pebble" (device on the shoe to track activity), have a physical prior to the start of the program, and have SO-151 signed by their doctor. The member would have to meet agency standards for their chosen track that has been set up. The incentives are given out semi-annually with rewards of administrative leave or money depending on the track chosen.

### Who can participate?

The program is open to all employees of the Harford County Sheriff's Office.

### How to Join:

The initial kick off of the incentive program started October 1, 2013. An administrator of the program will send an all agency e-mail by **January 15<sup>th</sup> and July 15<sup>th</sup>** respectively each year when a member can join the incentive program. You will need to respond back to the administrator by **March 15<sup>th</sup> and September 15<sup>th</sup>** respectively that you would like to participate and advise which track you would like to participate in. **You will then, within 60 days of the start of the program, need to have a physical.** Wellness Form (SO-151) is required for the initial start and is required to be completed each year. It will also give you points toward your specified track that you choose. You will need to go to Public Folders under the Wellness Program Folder, print out SO-151, and bring it with you to the Doctor for their signature. Please print your name at the top of the form, check off if you are choosing Track 1, Track 2, or check both if you are doing both tracks. Once this is completed forward the document to an administrator who will issue a serialized pebble, at no cost to you, in order to participate. You **MUST** wear the Pebble no matter which track you choose. This will track your physical activity. You will have to meet the agency set standards which are 600,000 steps and 10,800 minutes every 6 months.

### **Annual Physical:**

A physical is required within 60 days of the start of the incentive period (October 1 and April 1) **in order to join** the incentive program. All of the current health plans in county government cover one (1) free physical per year. **You will be required to have an annual physical to remain in the program.** You will not be reimbursed for any forms or other paperwork that needs to be completed. There will be no reimbursement for additional testing ordered by the doctor.

### **Administrative Sick Leave:**

In order to receive the Sheriff's Administrative Sick Leave day that he gives out to employees at the end of the calendar year you **MUST** be actively participating in the Wellness Program.

### **Choosing a Track:**

The incentive program gives you a choice of two tracks. Each member that volunteers to be in the program can choose the track(s) that best suits their physical activity level.

### **Track 1:**

It's based on Cooper Standards for Fitness that the agency uses for hiring and is based on a same job/same standard. Individuals choosing this track will perform physical tests that will help determine an overall fitness level. Based on those results the member will receive an incentive of either administrative leave or a monetary reward that correlates to that fitness level. The incentives have been approved by the Sheriff.

The four tests are listed in order of testing;

1. 1 minute of push-ups ( with 2 minutes rest prior to sit ups)
2. 1 minute of sit-ups ( with 5 minutes rest after last person has completed sit-ups)
3. 1.5 mile run ( there is time to stretch prior to your run)
4. 300meter run (with 10 minutes rest after last person has finished 1.5 mile run)

See Cooper Standards and Incentives located in the Wellness Program Folder under Public Folders.

**You must complete all tests to qualify for the incentive.**

At the end of your testing session you will be given your results and asked to choose if you want the administrative leave or the monetary reward. You have the option of either reward at each incentive period. After all of the testing sessions for track 1 are completed, a report will be forwarded to the Budget Manager and Timekeepers in order to administer the incentive. You will be required to use your administrative hours prior to the start of the next scheduled incentive period (October 1 and April 1) or you will lose them. **When using leave it is based on hours and not your specific assignment.(i.e.- Patrol would use 8.5 hours to take a day off or a civilian 8 hours for a day off.)**

### Track 2:

No physical agility testing is required. The Pebble will track all of your physical activity. You must complete the physical goals set by the agency of 600,000 steps and 10,800 active minutes every 6 months. The starting period is October 1 and April 1 of each year. (See how to join for requirements). You will also need to complete at least 2 non-physical activities on SO-151 (see attached) in the same time period. If there is a non-physical activity not listed on SO-151 you can e-mail any of the three administrators (Joe Mina, Brad Ghaner, or Chris Tolliver) who will approve or deny the request. The points will be entered into the FitKik database by an administrator. This scoring will occur every 6 months. You will see some highlighted activities on SO-151 that will only be award 1 time per year.

### Agency set standards for incentives:

The standard set was gathered from agency personnel based on various job descriptions and taken over a three week period. This data was collected and the following standards need to be met in order to reach your incentive. These numbers re-occur every 6 months. Each member will be required to walk 600,000 steps and have 10,800 active minutes.

### What happens if a member does not meet the standard?

If you are a member and do not reach the agency set standards you will not receive your incentive. As long as the member is wearing their pebble on a consistent basis and is making an honest attempt they will be able to keep their assigned pebble. However, if a member is not wearing their pebble consistently (2 consecutive periods), and notified of the same by an administrator each period then the member will be asked to turn the pebble in. That member can, based on availability of pebbles, sign back up after one incentive period on inactive status.

**If a member, who is in track 1, does not reach the set goals, then they must partake in Track 2 for one incentive period. They can then re-test in Track 1 and receive their incentives as long as they successfully completed track 2.**

**Time Frame for Program and Incentives:**

The incentives are given out semiannually with the following specific dates; October 1 thru March 31 & April 1 thru September 30.

**How do I withdraw from the program?**

All you have to do is notify one of the administrators of the program that you no longer wish to participate and turn your assigned pebble in. Based on the availability of Pebbles you can sign back up in a future enrollment period.

**What is a “Pebble” and how does it work?**

A “Pebble” is a device that you wear on your shoe to track your physical activity. It is not a GPS device. You will be given the Pebble, shown how to register it, and use the various screens to track your own personal activity. It will record data for up to 21 days depending on how active you are. A very active person’s Pebble may hold closer to 14 days worth of activity. It contains a 3v battery (C2032) that will last from 4-6 months on an average depending on the activity level. The agency will have a supply of batteries for replacement at your respective areas. It is recommended that the battery be replaced when you see the red lights on your pebble or on your data screen. The Pebble is water resistant up to 3 feet but it is not recommended that you wear it in water. This is mainly so that you can walk or run in wet weather and the Pebble “not be affected”. It **cannot** be worn under water or when swimming. It can be used on all different types of shoes and sneakers. For the best results the Pebble must be mounted snug on the top of the shoe and as horizontal to the ground as possible. Also, make sure that the open part of the clip is facing down toward your toes. There are other positions to wear the Pebble which may not be as accurate. Your Pebble will come with a fact sheet that will answer additional questions.

The data will automatically be uploaded once you pass a Remote Access Point (RAP) that has been strategically placed throughout the agency. Once you pass by the RAP, it will upload your data. It may take several passes (not all at one time) during the day or days to capture all of your data. This is especially true the more people that are in the program in a given building or are walking together passing the RAP. The software will refresh itself at varying times during the day. Remember that it captures data for up to 21 days so don't panic if you don't see it there immediately. You should check your personal screen daily if you are working to make sure it is capturing data.

### **What happens if I lose my Pebble or it is damaged?**

If you lose/damage your Pebble during the course of your duties under specific circumstance (i.e. foot chase, woods search, scuffle) you will need to write a report and list the serial number of your device. A copy of the report will be forwarded to an administrator (Joe Mina, Brad Ghaner, or Chris Tolliver) and a new Pebble will be issued. Time is of the essence so you will be able to resume tracking your activity. The report will be kept on file.

If the Pebble is lost/damaged under normal wearing conditions, at work, home, or on vacation then the member is responsible for replacing it at a cost of \$35.00. The member will write a check made out to the Harford County Sheriff's Office and forwarded to an administrator. It is important that this notification is done immediately so a replacement can be registered and the activity resumed. The incentive is to reach your goal so timing is crucial.

If the Pebble is damaged where it needs to be replaced then the same cost stated above applies. If the clip breaks there is a supply to replace them at no cost.

### **Rules for using agency fitness facilities:**

1. In order to use agency fitness facilities you must be a Harford County Sheriff's Office employee or an individual employed by another agency or entity but assigned to a joint venture with the Harford County Sheriff's Office. (see Rules and Release of Liability Form).
2. The member must complete a Departmental Familiarization Orientation of the facility with an agency Fitness Instructor or the Health and Wellness Coordinator.
3. Must abide by all of the rules and sign the release liability form.
4. Must sign in and out in the log book each time using an agency facility.

**Record keeping:**

The Acknowledgment of Rules and Release of Liability Form will be kept on file until such time as a member ends employment with the agency.

Wellness Incentive Point System Form (SO-151) will be kept for one (1) year during the current incentive period in order to complete data entry and for verification purposes of non-physical activity points. The Doctor's physical form (SO-151) will also be kept on file for one (1) year or until the next physical is completed.

The data for Fit Kik (pebble) will remain in the system. If a member becomes inactive they will remain there for a period of no more than 6 months.

**Advisory Panel:**

This is a group of Professional individuals in the county that have volunteered to assist the Harford County Sheriff's Office with the wellness program. Members of this panel can be a resource for the certified personal trainers to go to or to refer a member to them for further assistance. If a member is referred the cost would be incurred by the member. Also these professionals will be assisting in lectures, classes, or other activities that members can participate in order to change the culture of the agency when it comes to health and wellness and to obtain points for Track 2.

**Additional Aspects of the Wellness Program:**

During the formulation the Wellness Program it was determined that other types of testing (such as Life Line Screening) that would benefit agency members would be developed. This will be an ongoing process and may not occur every year depending on availability, type of testing, and funding.