



IWIN
Irving Wellness Incentive Now

**2022-23
Wellness Log**

October 1, 2022 – September 8, 2023

2022-23 Wellness Log

This log was created for you to track and verify the points needed to earn the wellness incentive pay. The 2022-23 Wellness Log is for activities done between October 1, 2022, to September 8, 2023. You will need to accumulate **400 points** to earn the wellness incentive pay of \$130 per month effective the first paycheck in October 1, 2023. You must be employed no later than April 9, 2023 in order to participate. **BOOKS ARE DUE NO LATER THAN FRIDAY, SEPT. 8, 2023. NO EXCEPTIONS.**

The points system is designed to encourage you to participate in a variety of activities. Your I Win log must be verified by the Benefits and Wellness Staff to receive stamps for points. Take your book to each city-sponsored event to help you receive points when you complete a program or event. If you work out at a gym, you will need to obtain a report showing the dates you used the facility for verification. Proof of activities for all sections must be provided to receive points.

Upon completion of this book, you will need to submit the **Wellness Log Summary (pg. 14) to Human Resources.** Completed logs may be turned in once 400 point have been obtained.

Unless you provide documentation, stamps/points will not be reissued if your log is lost or misplaced.

Name _____

Department _____

Work Phone _____

Alternate Phone _____

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Health & Well-being

Requirements for points: Valid documentation for any activity listed below is as follows and must include date and specific service provided.

- ✓ Health care provider note including service performed
- ✓ Signing sign-in sheets at valid events
- ✓ Itemized receipt
- ✓ Insurance Explanation of Benefits
- ✓ Get I Win book signed at Health and Safety Fair

Health Care Measure

Verified

Complete a visit at CareATC*	50 points	
Employee completes Online Health Risk Assessment*	15 points	
Annual Wellness Exam	30 points	
Complete PHA and Follow-Up at CareATC* Wellness Exam	35 points	
Colonoscopy or other age-appropriate screenings	10 points	
Flu Shot	10 points	
Physician Recommended Immunizations	10 points	
Annual Vision Exam	10 points	
Two Dental Exams	10 points	
Use Cariloop or Optum EAP	20 points	
Annual Health and Safety Fair	20 points	

Total Points _____ **Verified** _____

**Screening and points only available to employees on the city's health plan.*

Health Coaching

This category is for individual coaching at WellOnTarget.com or other certified health coach. Examples include Noom and Weight Watchers. **Requirements for points:**

- ✓ A minimum of six sessions (90 pts) in order to receive **any** points
- ✓ Sessions may be virtual, in-person or telephone
- ✓ 15 points per session, up to 180 points may be accumulated annually

Health Coaching Sessions

Oct.	Nov.	Dec.	Jan.	Feb.	March
April	May	June	July	Aug.	Sept.

Total Points _____ **Verified** _____
(Maximum total of 180 points for Health Coaching)

Wellness Challenges

Requirements for points: (15 points per campaign)

- ✓ Instructions for each challenge will be provided before it starts.

Challenges

1 _____ 2 _____ 3 _____ 4 _____

Total Points _____ **Verified** _____
(Maximum total of 60 points for Wellness Challenges)

Wellness Speaker Forums

These classes feature topics related to wellness and health issues.

Requirements for points: (5 points per class)

- ✓ Attend Wellness Speaker Forums (ensure you sign in when attending these courses to receive credit)
- ✓ HR-sponsored wellness speaker forums
 - ✓ Open Enrollment meetings
 - ✓ Financial Wellness seminars as approved by HR
- ✓ Online courses via the City of Irving's LMS

Month	Verified		Month	Verified	
September			March		
October			April		
November			May		
December			June		
January			July		
February			August		
Total			Total		

Total Points _____ **Verified** _____
 (Maximum total of **120 points** for Wellness Speaker Forum)

Bike/Run/Walk Events

Requirements for points:

- ✓ Group photograph of you participating in the event
- ✓ Verifiable participation note from the event organizer (contact information of the event organizer must be provided by the employee)

Points Per Event

15
20

Event

Runs up to 5K, bike rides to 20 miles
 Runs more than 5K to half marathon (13.1 miles), bike rides more than 20 miles to 50 miles
25
 Runs more than 13.1 miles to full marathon, bike rides more than 50 miles to 100 miles

Examples:

- American Heart Association Start! Heart Walk
- Susan G. Komen Race for the Cure
- Walk Across Texas
- MADD Walk
- Others as approved by HR

One stamp or initial per box

Total Points _____ **Verified** _____
 (Maximum total of **110 points** for Bike/Run/Walk Events)

Weight Loss/ Maintenance Programs

Healthy weight loss requires setting achievable goals. It is recommended you keep weight loss to no more than two pounds a week. Healthy weight loss can be achieved by exercising regularly, eating healthy and getting plenty of rest.

Requirements for points:

- ✓ You can accumulate 3 points per pound of weight lost, not to exceed 99 points, for the duration of the program.
- ✓ You can earn 20 points for maintaining your established recommended weight (based on gender and height). You must maintain a four-pound range.

“Start” weight and “end” weight must be documented and verified. You must provide documentation from your **doctor’s office or medical weight loss centers**. Ending weight will be compared to the start weight to determine the number of points awarded.

Start: Weight _____ Month _____

End: Weight _____ Month _____

Total Pounds Lost _____

Total Points Earned _____

Total Points _____ **Verified** _____

(Maximum total of 99 points for Weight Loss Program or 20 points for Weight Maintenance)

Irving Community Projects

This category includes Irving community projects only within the City of Irving. Community projects must first be approved by Human Resources before points will be granted.

Requirements for points: (10 points per event)

- ✓ Employee’s participation must be documented and verifiable by the event organizer
- ✓ Ensure you obtain verification before participating in an event in order to receive stamps for this section
- ✓ Employee’s participation cannot be while on the clock.

Examples:

- Litter Control
- Keep Irving Beautiful
- Home Repair
- Blood Drives
- P.A.L. Police Athletic League
- MADD Walk
- Blue Christmas

One stamp or initial per box

Total Points _____ **Verified** _____

(Maximum total of 80 points for Irving Community Projects)

Gym/Recreation Center Use

This category includes the use of gyms or the City of Irving recreation centers for workout.

Requirements for points: (15 points max per month)

- ✓ Gym check-ins/attendance must be verified in order to receive the IWin stamp for points
- ✓ Must use the city's provided Gym Activity Log if working out at home or at a complex
- ✓ If not using city's provided log, print outs from other gym's (LA Fitness, 24 Hour Fitness, etc.) are accepted and must include your name
- ✓ For City of Irving recreation center gyms, use the Recreation Center Log found on INET

October:

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November:

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December:

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January:

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February:

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March:

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Gym/Recreation Center Use

April:

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May:

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June:

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July:

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August:

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September:

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Monthly Total Points

Oct./Nov. _____ April/May _____
 Dec./Jan. _____ June/July _____
 Feb./March _____ Aug./Sept. _____

Total Points _____ **Verified** _____
 (Maximum total of **180 points** for Gym/Recreation Center Use)

Walking/Exercise Groups

This category is for a regular group exercise routine done at work or outside of work.

Requirements for points: (3 points per day, 12 points per month, 144 point max)

- ✓ Exercise Groups: Each group must have a minimum of two participants, with one participant designated as the group leader. The group leader ***must*** sign off on the city's provided Exercise Group Log available on the INET in order to receive stamps.

October:

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November:

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December:

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January:

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February:

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March:

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Walking/Exercise Groups

April:

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May:

--	--	--	--

June:

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July:

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August:

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September:

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Monthly Total Points

Oct./Nov. _____ April/May _____

Dec./Jan. _____ June/July _____

Feb./March _____ Aug./Sept. _____

Total Points _____ **Verified** _____
(Maximum total of 144 points for Walking/Exercise Groups)

Structured Exercise Programs

This category includes athletic leagues, aerobic classes, yoga, barre and other high-intensity, high-energy exercise groups that are led by an instructor/coach.

Requirements for points: (5 points per day, 180 pt. max)

- ✓ Employee's participation must be documented and verifiable by the instructor. (Instructor's contact information must be provided by the employee)
- ✓ Attendance **must** be verified in order to receive the I Win stamp for points.

October/November Total: _____

December/January Total: _____

February/March Total: _____

Structured Exercise Programs

April/May Total: _____

June/July Total: _____

August/September Total: _____

Total Points _____ **Verified** _____

(Maximum total of 180 points for Structured Exercise Programs)

Counting/Tracking Distance

Earn points for completing walks/runs/jogs, bike rides, hikes, etc. to help improve cardiovascular health.

- Requirements for points:** 15 points per month maximum
- ✓ A minimum of 90,000 steps (approximately 3,000 steps per day) or 40 miles each month
 - ✓ Proof of activity from fitness trackers (Fitbit, Garmin, phone app, etc.)

Proof of activities for this section must be provided to receive points (e.g., phone app tracker, step counter, etc.).

Monthly Total Points

Sept. 2022		March	
October		April	
November		May	
December		June	
January		July	
February		August	

Total Points _____ **Verified** _____
(Maximum total of 180 points for Counting/Tracking Distance)

Wellness Log Summary

Name _____
 (Please Print)

Last 4 of Social Security # _____

Activity	Total
Health & Well-being	
Health Coaching	
Wellness Challenges	
Wellness Speaker Forums	
Bike/Run/Walk Events	
Weight Loss/ Maintenance Programs	
Irving Community Projects	
Gym/Recreation Center Use	
Walking/Exercise Groups	
Structured Exercise Programs	
Counting/Tracking Distance	

Total Points _____

Validated By _____ **Date** _____

Wellness Program and Reasonable Alternatives Notice

City of Irving's I Win program is a voluntary wellness program available to all full-time general government and Police employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete and provide proof of screenings, tests, assessments, and other activities that involve information about your personal health in order to be awarded points in the log book. You are not required to complete the BCBSTX online Health Risk Assessment.

Employees are not required to complete the HRA, but still can for 15 points. Employees who choose to participate in the wellness program, and accumulate the required points will receive an incentive of \$130/month.

If you are unable to participate in any of the health-related activities you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting benefits@cityofirving.org.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and City of Irving may use aggregate information it collects to design a program based on identified health risks in the workplace, City of Irving's I Win program will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any

data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

Reasonable Alternatives

Your health plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all eligible employees. If you think you might be unable to meet a standard for a reward under the City of Irving's I Win program, you might qualify for an opportunity to earn the same reward by different means. Contact the Benefits & Wellness Staff at benefits@cityofirving.org and we will work with you (and if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

Notes

Notes

Notes

For more information, visit the I Win page on Inet or email benefits@cityofirving.org.

