



Quarterly Health Incentive Program

Rules and Regulations Manual

The Purpose and Benefits of the Believe Achieve Program

The purpose of the Believe Achieve Program is help participants address their individual health issues, including weight, blood pressure, flexibility and tobacco usage.

The Measures and Meeting Goals

Participating employees will be measured on following 4 factors:

- Tobacco Use**
- Body Fat Weight or BMI**
- Blood Pressure**
- Flexibility**

At the initial assessment, baseline measures will be taken for each qualifying factor.

In future assessments, these factors will be reviewed to see if the employee made improvements or maintained in each area. Since every employee's level of performance in each factor is different, the only qualification will be that the employee showed some level of improvement or any previous assessment that year.

Join our group at 411fit.com! The advantages to joining include:

- ◆ Track your personal progress
- ◆ Weekly nutrition and fitness challenges that are eligible for QHIP points
- ◆ Received individual help for our health coach Ashley Miller of Benefit Controls
- ◆ Connect with co-workers (invitation only) to help each other achieve your goals
- ◆ Invite and connect with friends and family on your personal membership

To join the City of Salisbury—Quarterly Health Incentive Program group:

- ◆ Go to www.411fit.com
- ◆ Join as a new member
- ◆ Under Quick Links on the right side of the main page click “find a group to join”.
- ◆ Search “QHIP” and “Salisbury”
- ◆ Join the group!

City of Salisbury can provide access to a computer for any employee that does not have one on their own or through your normal job. Please contact Human Resources with any questions.



Points System

The point system is based on meeting measurement standards, improving measurements and participating in activities that help you work towards meeting health goals. Examples of how employees can qualify on final page of handout.

Activity	Points
Meet a Measurement Standard	3 Points Each
Improve a Measurement Standard	6 Points Each
Employee Health Activities	Maximum 6 Points
Quarterly Medal Performance Goal	15 Total Points

Wellness Activity and Values (Max. 6 Points)

An employee can receive participation points for the following activities. Employees must provide participation report for any program that are not directly administered by the company or through 411fit.com. Additional activities may be added over time.

Activity:	Points:
411fit.com Weekly Fitness Challenge	1 point each
411fit.com Weekly Nutrition Challenge	1 point each
Annual Physical	3 points
Weight Watchers	3 sessions = 1 point
Pedometer Challenge	3 points
Blood Drive	1 point
Tobacco Cessation Class	3 classes = 1 point
Obtain a Flu Shot	1 point
Company Lunch & Learn	1 point
Certified Attendance Community Health Program	3 classes = 1 point
Gym Certified Attendance (max 1 point per week))	3 visits = 1 point
Local 5K Run	3 points
Bowling League	3 weeks = 1 point
Softball League	3 weeks = 1 point



Medal Level System & Incentives

Medal Program Incentives				
Rating:		Qualification Levels	Incentive	Cumulative
Employee must obtain 15 points in a quarter to meet Performance Goal Employee advances medal level with each achieved Performance Goal	Grand Prize*	Meet all 4 Performance Goals	Weekend at a Carolina resort!	
	Platinum	Meet all 4 Performance Goals	\$100 Downtown Dollars	\$250
	Gold	Meet 3rd Performance Goal	\$50 Downtown Dollars	\$150
	Silver	Meet 2nd Performance Goal	\$50 Downtown Dollars	\$100
	Bronze	Meet 1st Performance Goal	\$50 Downtown Dollars	\$50

*One grand prize winner will be drawn randomly from all employees that achieve Platinum Level.

Rules & Regulations

- ◆ Each employee must sign a Program waiver form.
- ◆ Employee must have measurements completed by HR, a Moderator, company Nurse Practitioner or your own personal physician.
- ◆ Employee can obtain official measurements at any point in a quarter.
- ◆ An employee can qualify in any quarter and they do not have to be in consecutive quarters to earn the next medal and incentive.
- ◆ Employee must improve measurement from previous best score.
- ◆ Baseline measurements are taken at the initial measurement.
- ◆ The year end measurement is used for the next year's baseline.
- ◆ Employee can meet a measurement standard goal (3 points) and improve the same goal (6 points) in the same quarter.
- ◆ Employees that quit tobacco use for 3 months can use their "no tobacco" status as in improvement (6 points) for a total of four quarters.
- ◆ Measurement Goals:
 - ◆ Tobacco: Tobacco Free for 3 months
 - ◆ BMI: Between 18.5 and 24.9
 - ◆ BP: Less then 120/80
 - ◆ Flexibility: Sit and reach test = 0 (touching toes for 5 seconds)



Examples of how employee's can achieve a quarterly medal

Medal Program Point Examples				
Standards Met	Starting Points	Improvements	Participation	15 Total Points Needed
0	0	2 (12 Points)	3	15 Points
1	3	1 (6 Points)	6	15 Points
1	3	2 (12 Points)	0	15 Points
2	6	1 (6 Points)	3	15 Points
2	6	2 (12 Points)	0	18 Points
3	9	0	6	15 Points
3	9	1 (6 points)	0	15 Points
4	12	0	3	15 Points
4	12	1 (6 Points)	0	18 Points

* Employees can meet and improve the same standard in a quarter giving 9 total points for that improvement.

