

Kalamazoo Valley Community College Employee Wellness Incentive Program

Kalamazoo Valley Community College believes in the benefits of exercising the mind, body and spirit. To celebrate the efforts of full time staff members in taking positive steps to improve their overall wellbeing KVCC has established an incentive program offering rewards for consistent and persistent participation in healthy activities. The goal is to assist employees in establishing lasting habits and practices that positively affect their journey through life which in turn will enhance their contributions to the KVCC community. By participating in this program employees will demonstrate their personal long term commitment to pursuing lifestyle practices which improve their whole self.

Activities that qualify for the incentive program can include participation in health screenings, stress management activities, practices that heal the spirit, healthy lifestyle/nutrition education events and physical exercise/activity.

Full time staff members are eligible to earn up to one point per day by participating in any of the above categories of activity for 30 minutes or more. The required 30 minutes per day can be broken into shorter periods of time throughout the day; e.g. three 10 minute walks or one 10 minute bike ride plus 20 minutes of meditation. While creativity is encouraged, only activities that truly promote or enhance your personal health and wellness can be logged for points.

Participating staff members will need to keep track of their qualified activities by filling in the log sheet at the conclusion of each wellness session. Participation points may be redeemed as follows: 100 points can be exchanged for a variety of items such as: water bottle, t-shirt, or tote bag. 250 points will earn 8 hours of paid time off. Log sheets are available on the Employee Portal under Human Resources.

Instructions

1. Record your appropriate activities on the Activity Log Sheets.
2. When you have reached the required number of points, send the log sheets to Amy Reynolds in Human Resources.
3. Once the log sheets are approved you will be notified to either pick your prize (100 point level) or discuss and agree with your supervisor on an appropriate and acceptable day-off (250 points). If you select the day-off you will need to send a "Request for Approved Absence" form **signed by your supervisor**, to Human Resources. (Only one wellness day off may be taken per calendar year.)
4. Celebrate your success and wellbeing!