



# Macon County Employee LIFE: Worksite Wellness Program

## Overview

LIFE is the Macon County employee worksite wellness program. This program is designed to help improve the health and well-being of our employees by providing quality and accessible health information and activities that will encourage you to make healthy lifestyle choices. Employees can earn paid leave for participating in programs and activities that increase healthy lifestyle changes. The program period is from July 1 to June 30 each year. The program follows the county's fiscal year. We value your participation as we strive to create a culture of wellness in Macon County!

Visit the LIFE webpage <http://maconnc.org/LifeWellness.html> and read the bi-monthly LIFE Newsletter and to learn about the LIFE program and how to participate in upcoming activities.

## Incentives and Vouchers

You will be offered incentives for participating in the wellness program sponsored through Macon County Public Health (MCPH). By participating in the activities scheduled through the LIFE program, permanent employees can accumulate points which can be traded in for time off work. The types of activities recognized by the LIFE program are, but not limited to, self-management challenges, health screenings, monthly quizzes, etc. These will be announced and offered as they become available.

An employee may earn up to 32 hours of leave by participating in LIFE program activities. You will receive LIFE points in the form of a voucher, by participating in approved LIFE program activities. The voucher indicates the number of points you've earned for that activity. Please submit proof of activity to Kristina Loughborough, Population Health Office Assistant, at [kloughborough@maconnc.org](mailto:kloughborough@maconnc.org) to receive your voucher. Vouchers will be received by the participant in the form of an email, unless otherwise requested, and are valid July 1 to June 30 each year. Please allow at least 5 days for your voucher request to be processed. These points can be traded in for earned paid leave. Time off must be taken in the same increment it is earned- i.e. 8 hours earned time off must be taken as 8 hours leave—not 4 hours at one time and 4 hours at another time.

**50 LIFE points = 8 hours earned paid leave**  
**100 LIFE points = 16 hours earned paid leave**  
**150 LIFE points = 24 hours earned paid leave**  
**200 LIFE points = 32 hours earned paid leave**

## **Participation Guidelines & Requesting Leave**

An employee's supervisor may allow a flexible schedule to participate in the program; however, all activities are optional and must be completed on the employee's time. Immediate family members (spouse and children over 16) are also invited to participate in activities; although only permanent employees are allowed to accumulate points.

Points are non-transferable between employees.

When you have accumulated enough points for time off, complete the "LIFE Leave Request Form." You can obtain a form by contacting Kristina Loughborough at [kloughborough@maconnnc.org](mailto:kloughborough@maconnnc.org), by phone (828)349-2425 or from the county LIFE page.

## **Blue Cross Blue Shield (BCBS)**

In addition to activities sponsored through the LIFE program, LIFE points will be offered by participating in the "BCBS Healthy Outcome Activities." This site contains resources, tools, on-line seminars and challenges all designed to help you take charge of your health.

Programs include "Rally Coins"! Build healthy habits and get rewarded for your efforts on the BCBS wellness portal powered by Rally Health. You earn coins to spend in the portal with lots of different ways to get fun products and discounts. The wellness program also comes with "Blue Rewards", where you can earn extra coins for doing wellness activities and more!

The BCBS/Blue Connect website is available for all employees and retirees who are enrolled in the County insurance plan. It's easy to register and get started. All you need is your Member ID card and a few minutes.

**How Do I Sign-Up?** Go to [www.BlueconnectNC.com](http://www.BlueconnectNC.com). Click Register Now. Set up your account. You will be asked to put in your BCBS Subscriber #. Once your account is set up please visit the wellness portal for health activities, etc. \*The wellness portal is run by a third party. You may need to create another account.

## **Anytime Wellness Activities**

### **Preventative Health Care**

Preventive care is the most important step you can take to manage your health. Many of the top risk factors leading to illness and premature death are preventable. Preventive services are designed to prevent or detect health problems. Some examples include annual health checkups, immunizations, annual dental and eye exams, and skin cancer screening. Record your preventative service appointments and receive 5 LIFE points for each one. The Macon County Employee LIFE Program and Employee Health Program encourages you to make those important preventive service appointments.

### **Physical Activity Log**

Keep track of your workouts! Regular physical activity helps improve your overall health and fitness, and reduces your risk for many chronic diseases. The Center for Disease Control and Prevention recommends at least two types of physical activity each week to improve your health: aerobic and strength training.

You earn 0.5 LIFE point a week for exercising at least 30 minutes for three days a week or 1 LIFE point a week for exercising at least 30 minutes for four days a week.

## **LIFE Points Activities**

The following list details activities and events in which you may earn LIFE points. This list is non-comprehensive and varies based on scheduling and availability of resources. Changes to programs may occur due to insurance requirements and contracts with third parties. This list is updated at the end of each fiscal year.

- BCBS Healthy Outcomes Activities
  - Rally Coins, health surveys, completion of a mission, and challenges\*\*
- Livongo Health Programs
  - Diabetes, Hypertension, or Weight Management as verified by the County HR Director
  
- Blood Donations
- Community Fitness Events
- Volunteer Time
- Preventive Health Visits and Screenings
- Monthly Health Quizzes
- Fitness and Nutrition Classes
- Physical Activity Log (Keep track of your workouts!)
- Other

\*\*BCBS points include the following: 5pts for initial login, 5pts for completing the health survey, 5pts for completing a mission, 5pts for placing 1<sup>st</sup> in a challenge and 3pts for placing 2<sup>nd</sup>. Healthy outcomes educational modules and monthly seminars earn 5pts each. \*\*

## FAQs

### How do I find the forms I need?

All forms for the LIFE program can be found on the LIFE page at [Macon County LIFE & Wellness Program \(maconnc.org\)](http://maconnc.org)

### How do I receive my points?

Please submit forms found on the LIFE page for proof of activity to Kristina Loughborough in person or via email at [kloughborough@maconnc.org](mailto:kloughborough@maconnc.org) to receive your voucher. Vouchers will be received by the participant in the form of an email, unless otherwise requested, and are valid July 1 to June 30 each year. Please allow at least 5 days to process your voucher request. The more voucher requests you turn in at one time, the longer it will take to process your request.

### How do I turn in my points to receive my days off?

Please fill out the LIFE Program Leave Request form found on the LIFE page. Attach your LIFE vouchers to a plain sheet of paper. You can place up to 3 vouchers on each sheet. Obtain your supervisor's signature. Obtain your department head's signature. Then attach your completed form (with signatures and vouchers) along with a leave request form to the time sheet during the payroll period that leave is taken. Each voucher may be used only once.

### Who do I contact if I have questions?

Contact the LIFE Coordinators, Kristina Loughborough, [kloughborough@maconnc.org](mailto:kloughborough@maconnc.org), by phone (828) 349-2425 or Jen Germain, [jgermain@maconnc.org](mailto:jgermain@maconnc.org), by phone (828) 349-2084 or in person at Macon County Public Health. You may also contact Tammy Keezer in HR via email at [tkeezer@maconnc.org](mailto:tkeezer@maconnc.org).

### How do I find out about upcoming events?

Visit the LIFE webpage <http://maconnc.org/LifeWellness.html> and read the bi-monthly LIFE Newsletter to learn about the LIFE program and how to participate in upcoming activities.

Upcoming activities and events, as well as reminders, will also be sent out via email.

### Can I complete all the quizzes and challenges at one time?

No. Unless specified, monthly quizzes and challenges must be completed during the month they are posted on the LIFE page. Links to each quiz and challenge will be removed at the end of each month and replaced with new ones for the next month.