



Guidelines for *Fitness for Life* Wellness Program

I. **Purpose:**

- A. Regent University's *Fitness for Life* Wellness Program is designed to create awareness of what constitutes good health, nutrition and fitness, and to encourage employees to put into practice these aspects of a healthy lifestyle.
- B. In addition, Regent University anticipates a reduction in medical claims costs due to the education and promotion of a healthy lifestyle.

II. **Implementation:**

- A. *Fitness for Life* will consist of 6-month sessions.
- B. Regent University will promote wellness by:
 1. Encouraging physical exercise on a regular basis.
 2. Sponsoring "Lunch n' Learn" seminars with guest lecturers/videos on wellness related topics during each 6-month session.
 3. Providing health screening services to all participating employees on a semi-annual basis and at no cost to employees that successfully complete the program.

III. **Incentive:**

- A. A cash incentive has been established to motivate employees to make positive behavioral changes that will lead to a healthier lifestyle.
 1. Each employee who successfully meets the program requirements for the 6-month session will receive \$150 taxable income (\$100 net) at the end of the six month session or \$225 taxable income (\$150 net) if enrolled in both a weight loss and a fitness program.
- B. Free health screening for successful completion of the program.

IV. **Requirements:**

- A. Each employee must complete and sign a registration form for each new 6-month session.
- B. Each employee that enrolls in *Fitness for Life* will be required to have a health screening to include: total cholesterol, HDL, LDL, Body Mass Index (BMI), weight, blood glucose, and blood pressure (BP). New or returning participants must complete a Health Risk Assessment.
- C. Each employee must select one of the following program options:
 1. Join a fitness center that has the capabilities to document your exercise workouts and exercise for at least 10 days a month.
 2. Participate in "Regent 5:15 Fitness" at least 10 times a month, documented by HR.
 3. Run or walk a minimum of 30 minutes 10 times a month and use an approved pace/time tracking device.
 4. Participate in the Regent Walking Program at least 10 times a month. Must walk around Regent's campus a minimum of 30 minutes and sign-in and out at HR, between the hours of 8am – 5pm.
 5. Enroll in a weight loss program (i.e. Weight Watchers or First Place) and miss no more than 4 meetings during the 6-month session.
 6. Employees who may have limitations or alternate exercise activities must contact HR for consideration in how they could satisfy the above requirements.

- D. An employee may combine options 1, 2, 3, and/or 4 to meet the minimum of the required ten (10) workouts. Employees may combine a weight loss program (option 5) and any of the fitness options to receive the cash incentive of \$225 taxable income.
- E. Employees must provide documentation from their fitness center, trainer/coach, HR staff, approved pace/time tracking device, or weight loss program to verify regular attendance and participation. Each participant is responsible to submit documentation to HR at the end of each month no later than the 5th of the following month to verify attendance requirements are met.
- F. Each enrolled employee must attend at least three (3) “Lunch n’ Learn” seminars during each 6-month session.
- G. Failure to comply with all program requirements will disqualify the employee for receipt of the cash incentive award and will require reimbursement for the cost of the initial health screening to be deducted from the employee’s paycheck at the end of the session.

V. Special Exceptions:

- A. In the case of injury or illness that extends for a minimum of seven (7) days and prohibits an employee from completing the required ten (10) days of workouts, the employee may carry over up to three (3) days of workouts to be completed the following month by providing a doctor’s note to HR stating their limitations.
- B. In the case of a death of an immediate family member (defined in the bereavement policy) that limits the employee’s availability to complete their workouts for the month in which the death occurs, an employee may carry over up to three (3) days of workouts to be completed the following month by notifying HR in writing.
- C. In case of travel for university-related business that extends for a minimum of ten (10) work days of the month and prohibits you from completing the required ten (10) days of workouts, the employee may carry over up to three (3) days of workouts to be completed the following month by providing HR with a note from their supervisor.
- D. For each of the cases stated above, the three (3) days of workouts that are eligible to be carried over must be completed in the following month.
- E. Workouts completed while traveling for vacation or business in a hotel fitness center or area gym must be verified by hotel/gym staff, fitness center attendant, or noted on bill for use of facilities.
- F. Independent running, walking, or other similar activities that cannot be verified by a coach/trainer, fitness facility, HR staff, or approved pace/time tracking device will not count toward the ten (10) required days.
- G. All exceptions must be submitted to and approved by HR within seven (7) days of the event. Exceptions are made at the discretion of HR.