The everyday choices we make can help us become happier, healthier, and more fulfilled with our lives at work and at home. That is why SCSC offers a Wellness Program designed to improve the overall physical, mental, and social well-being of all member participants and their families. The goals of the Wellness Program are to:

- Improve self-esteem
- Increase job performance
- Decrease sick leave days
- Lower health plan utilization
- Create a healthier and happier lifestyle
- Recognize and reward individual well-being participation

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SCSC Recognition
The Wellness Program is funded by the health insurance pool reserves and is therefore only available to participant employer groups in the SCSC pool.

The Wellness Program is designed to improve well-being and control health care costs by encouraging participation in activities and create an awareness of current well-being status. The Wellness Program funding is intended to help local sites carry out activities on behalf of their employees. The amount per site is based on the number of health insurance contracts ($80 per contract) as indicated by our insurance carrier on the renewal date.

**SCSC’s Role**

Assist Groups with laying the framework for creating a culture of health in the workplace including:

- Establish a site wellness coordinator/committee
- Audit proceeding year’s reporting: activities, budget, participation, and feedback.
- Provide an employee wellness interest survey (paper or online).
- Marketing Communication information, flyers, and newsletters through email and Emma/Constant Contact.
- Maintain the [Wellness Coordinator Resources](#) website page and Wellness OneDrive folder that contains insurance wellness program flyers/videos/articles, wellness coordinator’s contact information, and templates for activity ideas/printouts.
- Approving wellness budget plan
  - Support plan implementation, track participation, interpret results, and make recommendations for improvement.

**Wellness Coordinator/Committee’s Role**

A ‘Group’ is defined as an entire employer group, even though there may be multiple, geographically separated buildings. Each Group is required to establish a stakeholder representative Wellness Committee or appoint a single Wellness Coordinator to provide direction for the site-based Wellness Program planning and budgeting.

- Relay SCSC communications regarding wellness activities and programs to all staff.
- Create annual wellness budget plan at the beginning of each fiscal year. When planning the fiscal year activities, involvement of all employee groups (certified, non-certified, full-time, and part-time) are encouraged to aid in the planning process.
- Electronically sign the SCSC Wellness Program Agreement by DocuSign by **February 15, 2022**.
• Send wellness budget plan to Hkeltgen@mnscsc.org by February 15, 2022.

• Complete requests for reimbursement on the Wellness Coordinator Connection / Wellness Coordinator Connection Instructions

Budget Guidelines
• Budget items will inherit acceptable expenditure guidelines as defined by Group organizational policy; including, but not limited to, governance review and approval.

• Each Group budget shall cover operational expenses to implement well-being activities for sustainable initiatives.

• Total budgeted amount for incentives shall not exceed annual total allocated budget.

• Cash and/or other forms of currency (e.g. gift cards) are not allowed. It is advised that Groups contact their financial advisor and/or legal counsel regarding applicable tax law.

• The annual wellness budget plan and contract must be signed and submitted to Hannah Keltgen by February 15, 2022. Once the wellness budget and contract are complete, your Wellness Coordinator Connection (WCC) reimbursement online account will be active for the fiscal year to submit reimbursement requests.

• Below is an example Annual Wellness Budget Plan based on a Group with 100 contracts and an annual budget of $8000 ($80 x 100 contracts).

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Program Description</th>
<th>Timeline</th>
<th>Vendor</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Outing</td>
<td>A great opportunity for employees to come together with their families for a day out</td>
<td>January</td>
<td>Sport Rental</td>
<td>$10 skis &amp; snowshoes x 85 = $850</td>
</tr>
<tr>
<td>Ergonomic Stations</td>
<td>Review &amp; purchase stand up workstations for all employees to use</td>
<td>February</td>
<td>Innovative</td>
<td>$375/station x 4 = $1,500</td>
</tr>
<tr>
<td>Simple Fix Demo</td>
<td>Freezer Meal-Building Workshop - Participants pay for the meals, Co-Op pays for the Instructor class</td>
<td>March</td>
<td>Hy-Vee</td>
<td>$100/class x 3 = $300</td>
</tr>
<tr>
<td>Earth Day</td>
<td>Staff will be encouraged to participate in the annual clean up in the local parks</td>
<td>April</td>
<td>Local Parks</td>
<td>No Cost</td>
</tr>
<tr>
<td>Healthy Snack Station</td>
<td>Encourage healthy eating - making the right choice easy when needing a snack</td>
<td>June-August</td>
<td>Hy-Vee</td>
<td>Starting Snack Kit $250</td>
</tr>
<tr>
<td>Biometric Screening</td>
<td>Blood pressure, body mass index, cholesterol, glucose screening</td>
<td>October</td>
<td>Local Hospital</td>
<td>$50/person x 75 = $3,750</td>
</tr>
<tr>
<td>Flu Shots</td>
<td>Flu Shots</td>
<td>November</td>
<td>Local Hospital</td>
<td>$10/person x 95 = $950</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$7,600</strong></td>
</tr>
</tbody>
</table>

• For the transition to a new wellness format, this will be the last year of a wellness stipend. Payment of a local Wellness Coordinator stipend is at the discretion of each Group.

Choosing to pay a coordinator stipend needs to be a reflective of the goals and activities of the program, as well as time expectations of the coordinator. Wellness Coordinator duties and hours must be documented and submitted along with proof of payment by the organization through a reimbursement request. The stipend is not to exceed more than 5% of the SCSC Wellness Program dollars and does not include TRA, PERA, FICA or tax.
Reimbursement Request Guidelines

- Funding is available only on a reimbursement basis. The expenditure is made and then a reimbursement request is submitted. Reimbursement requests may be submitted throughout the fiscal year for approval. Final requests for reimbursements with proper documentation must be submitted no later than December 15, 2022. Wellness dollars for reimbursement will be given at the end of the fiscal year. A group may not carryover unused funds into the next fiscal year.
- Please call or email Hannah Keltgen if you are questioning a purchase before making one.
- Reimbursement from the Wellness Program is intended to supplement employer wellness program offerings, not supplant it. Other than health and wellness materials, it is not the intent of the Wellness Program to cause financial gain related to wellness activities, for any employee(s) of the Group.
- Items such as desserts, pop, pizza, candy, chips, or any other junk food that is high in calories from sugar or fat, with little dietary fiber, protein, vitamins, minerals, or other important forms of nutritional value are not approved.
- Do not include other receipts/invoices or items that do not pertain to the reimbursement request. No personal or other work items purchases should be on the receipt/invoice.
- The receipt(s)/invoice(s) need to be itemized for approval of reimbursement.
- Include detailed information in the Purchase Description for the request(s) to be approved.
- The total reimbursement request amount needs to match the receipt(s)/invoice(s) submitted.
- Include announcements, emails, flyers, pictures, and documents of an activity.

SCSC Recognition

The SCSC Wellness logo and/or language is required on media releases, flyers, websites, and other publications to credit the Health Insurance Pool and the SCSC Wellness Program at SCSC. Use of the SCSC logo is meant to enhance, not replace the credit language. Please use both the credit language and the SCSC logo on all print and web materials related to your wellness projects.

“The wellness program (name of School, City, or County) was made possible with funding from the Health Insurance Pool and participation in the Wellness Program offered through the South Central Service Cooperative.”