

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0905 (HR) Subject: Employee Wellness
Effective Date: 08-15-2022 Last Revision: 12-05-2024
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Olson 12/9/24 Date Superintendent, WCBDD
Julie Squape 12/9/24 Date Department Director/Coordinator

The following definitions will apply:

Motion Connected – A website/app employees can sign up for to earn reimbursement/rewards.

Wellness Activities – Includes any wellness activity on WCBDD’s campus, including but not limited to OSU webinar, walk/jog/run group, and any other activity offered by the board, unless specified prior to wellness event.

Reward/Reimbursement – Reward/Reimbursement is given with virtual gift cards via email. Fringe benefits will be reported quarterly to the Fiscal Department. It is the employee’s responsibility to download/track gift card from their email.

Physicals – Annual Physicals for Motion Connected can be completed during yearly OBGYN appointment or Primary Care Doctor. Physicals will not be accepted from free physical provided by Wood County Hospital or bus driver physicals.

Breast Pumps – Breast pumps can be purchased for employee or spouse with proper documentation.

1. Employees can earn rewards from achieving three levels on their annual Motion Connected scorecard, after the scorecard has closed. Bronze is \$100.00, Silver is \$150.00, Gold is \$200.00, and Platinum is \$250.00.
2. Employees can receive reimbursement of \$50.00 for physicals/per year, \$50.00 for vision exams/per year and \$75.00 for breast pumps/per lifetime, with proper documentation and approval.
3. Motion Connected has challenges for completing specific requirements during the year. After the challenge has been completed, the participants who successfully completed challenge, will be placed in a drawing. WCBDD will draw three (3) winners each receiving a \$50.00 gift card. The winner of the challenge will receive a \$25.00 gift card and will also be eligible for a chance to win \$50.00 in the drawing.
4. Employees must sign Wood County Employee Quarterly Fringe Benefit Report sign off to receive reward/reimbursement.
5. Employees are allowed up to 30 minutes of paid time a week for wellness activities of their choice. Employees must record all wellness activities on their timecard.
6. If an employee leaves employment, employee's Motion Connected access will be terminated effective their last day of employment.

Policies: 01-ALL-ALL-0231

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