



EMPLOYEE WELLNESS CHAMPION

2024-2025 Guidebook

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Program Summary

Program Summary

Be SMART Employee Wellness Program

Vision

100% productive, healthy and happy employees.

Mission

To promote a culture that supports and encourages safe and healthy behaviors, employee engagement and a balanced state of wellbeing. The districts' wellness initiatives will inspire and empower employees to take responsibility for their own health and safety which is vital to their ability to contribute to the work and mission of PCS.

Overall Goals

1. Increase adult preventative screenings by 3% in employee and spouse.
2. Increase employees who reach the Limeade Level 3 by 3%.
3. Introduce new programs to address hypertension and hyperlipidemia with the attempt to decrease rates by 3% over 3 years.
4. Increase awareness of resources for emotional well-being including new lifestyle coaching through Resources For Living.

The District's programs will fall into six categories, which were determined based on employees' interests and greatest health risks:

- Clinical Preventative Services
- Financial Wellness
- Physical Health
- Nutritional Health
- Emotional Well-being
- Team Building



Wellness Team

Employee Wellness Coordinator

Caleigh Hill

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Employee Wellness Specialist

Brandon McIntosh

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Director of Risk Management

April Paul

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On-Site Representatives

Aetna Wellness Nurse

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Aetna Resources for Living Coordinator

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Aetna Registered Dietitian

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Gallagher Communication and Benefits Administrator

Caitlin Shetterly

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Alliance for a Healthier Generation (Healthy Schools)

Ashley Grimes: grimesa@pcsb.org

Luis Ramos: ramoslu@pcsb.org

Champion Requirements

Meetings

There are three Employee Wellness Champion meetings per year. You are **STRONGLY** encouraged to attend all meetings. If you are unable to attend, please notify the District Team in advance. If you attend the meetings but do not offer any wellness programs, you will **not** earn a supplement for attending the meetings only.

Kick-off Meeting: Various meetings held between September 4-11, 2024

Mid-year Meeting: Wednesday, January 22, 2025

End-of-Year Meeting: Wednesday, April 23, 2025

Wellness Programs

Employee Wellness Champions can receive a supplement for up to 4 programs but can offer more throughout the year. Champions must complete at least 2 programs (1 in each semester) and attend at least one meeting in order to receive any supplement. Each program should fall into one of the six categories: nutrition, physical, financial wellness, prevention, emotional well-being, or team building. Pre-approved providers can be found on the

Employee Wellness Champion Portal. Champions are responsible for submitting a pre-approval and a proof of competition for each program on the Champion Portal to earn the supplement. The 4 programs for the supplement must be unique. Guidelines for 2024-2025 programs can be found on page 5.

Communication

Champions will receive monthly update emails from the District Wellness Team with important information about programs or other promotions. Champions will be responsible for reviewing those emails and then distributing the information to their worksite. Champions will also be responsible for maintaining a Wellness Board with important information. The District team will provide color copies of flyers throughout the year. Champions are also responsible for promoting district wide programs, including but not limited to the Mobile Mammography Bus through Advent Health and Limeade. All wellness champions will have access to Limeade, regardless of insurance coverage, to help their staff. Champions without insurance will not be eligible for incentives through Limeade, but will have access to all programs and resources through the program. Champions should have a general knowledge of Limeade in order to assist staff with questions.

The District Wellness team is always available to support champions so if there are any questions, concerns or comments, please reach out to the team!

Alliance for a Healthier Generation

You are strongly encouraged to be a member of your Healthy Schools Team and complete the Health Promotion for Staff section of the Healthy School Program Assessment. This is not a requirement to earn your supplement. For questions about the Healthy Schools Team, please contact Ashley Grimes grimesa@pcsb.org.

Employee Wellness Champion Supplement

Employee Wellness Champions can earn up to \$450 by completing a variety of wellness activities. In order to earn the entire supplement, champions must complete four unique programs and attend all three meetings. All programs should be varied and not duplicated. At a minimum, champions must complete at least one program per semester, including any required program topics, and attend at least one meeting to earn any supplement. Supplements will be added to Champion's paycheck at the end of the year.

CATEGORY	STIPEND
Required program	\$75
Required program	\$75
Additional program	\$75
Additional program	\$75
Meeting 1 - September 4-11, 2024	\$50
Meeting 2 - January 22, 2025	\$50
Meeting 3 - April 23, 2025	\$50
TOTAL	\$450

Note: Champions must attend at least 1 meeting and record 1 program in EACH semester (2 programs total) including any required programs to earn any supplement. Champions must be an active employee at the time of supplement payout to earn the supplement. Please reach out to the wellness team if you have any questions or concerns about this.

NEW! Champions will be required to submit a pre-approval form for each of their programs on the wellness champion portal before their program is held. Once this is approved, champions can move forward with the program. Once the program is completed, they will submit a proof of completion form for this program. Once the final form is submitted, their supplement will be added to their account. Any program not submitted through the portal will not count towards your supplement. All supplements will be paid directly to paychecks at the end of the school year.

Programs

Program Overview

Champions are responsible for planning, promoting, and tracking the programs they offer to their staff. Common programs include speakers, fitness activities, team building, and more! Champions can use their creativity to create new wellness programs. The District Team will share ideas of programs throughout the year and highlight other champion's unique ideas.

- All Champions will be encouraged to survey their staff to gauge what wellness topics or programs are most relevant to them. A survey will be sent out to all champions.
- All champions will receive a budget to support their wellness programs. This budget can be used to pay speaker fees, buy supplies for programs, prizes, and more. Details about the budget and how to properly purchase items can be found on page 7.
- All providers, including speakers, fitness providers, etc. must be approved by the District Wellness Team before the program. The District Team provides the information of pre-approved wellness providers on the Wellness Champion Portal. If there is a provider you'd like to use but is not on the list, please contact Caleigh Hill or Brandon McIntosh to get them approved.
- **New!** Champions must submit a pre-approval before their program and submit a proof of competition after program is completed. Any programs not submitted will not count towards a champion's supplement.

Program Guidelines for 2024-2025

- This year's focus for wellness program is Financial Wellness! Champions will be required to complete 2 financial themed programs (one in each semester). One must be a presentation from the one of the PCS voluntary retirement benefit companies and the other one can be any financial program. Suggestions will be provided by team.
- The Mobile Mammography Bus through AdventHealth will **not** count as one of the four programs champions can earn a supplement for. The Mobile Mammography schedule is handled by the District Team. However, the champion, along with the secretary, will be responsible for promoting the event and distributing any information.
- Each program a champion submits for the supplement should be unique. For example, a champion cannot have a step challenge for all of their programs or if a champion has an EAP presentation more than once throughout the year, only one presentation will count towards the supplement.
- Wellness funds can be used for the initial fitness class. Any additional fitness classes will be paid for by employees.
- Wellness funds can be used for giveaways or prizes to increase participation. Funds can also be used for food in addition to a wellness program. No "healthy breakfast" programs will be accepted. View page 7 to see full purchasing guidelines.
- Any celebration that is not associated with a wellness program will not be counted as a program and funds cannot be used.
- Involve Principals or Administrators! Programs that are supported by Principals and Administrators have shown to be more effective and have higher participation. We ask all Principals/Administrators to encourage participation and support for the wellness program during the year.

If you have questions or concerns, always reach out to the District Wellness Team before setting up a program.

Employee Wellness Champion Portal

Employee Wellness Champion Portal Overview

For the 2024-2025 school year, we have a new wellness champion portal through IncentFit. Champions must access the portal throughout the year to participate in the Employee Wellness Champion program. Champions who do not access the portal and submit pre-approvals and proof of competition,

More materials will be given out to champions at the beginning of the year. Please contact Caleigh Hill or Brandon McIntosh for questions about access and submissions during the year.

Through the platform champions will be required to:

- Submit Pre-approvals before program is completed.
- Submit Proof of Competition including any pictures of events.
- View pre-approved vendors.
- View supplement progress.

Champions will no longer need to track meeting attendance. The district team will be responsible for this.

The screenshot displays two panels from the IncentFit portal. The left panel, titled 'Add Activity / Document', contains three items: 'Program Coordination Pre-Approval' with a checkmark icon, 'Program Coordination Proof of Completion' with a person at a computer icon, and 'Meetings' with a group of people icon. The right panel, titled 'Rewards' for the year 2024, shows a progress bar for a total reward of \$450. Below the bar, it lists two categories: '\$0 of \$300 maximum' with a person icon and '\$0 of \$150 maximum' with a group icon. At the bottom of the right panel are two buttons: 'VIEW EARNINGS' and 'VIEW PAYMENTS'.

How to Pay for Programs

Purchasing Products

WELLNESS BUDGET / COST STRIP

Wellness Champions enrolled in the Be Smart Worksite Wellness Program receive a budget based on the number of staff at your site to use for wellness promotion.

Champions should be allowed to use the p-card (with any company accepting Visa), purchase orders (for approved vendors) or prepayment authorization (gift cards only) to pay for wellness related expenses. Personal funds, internal funds or other school funds cannot be used.

Wellness Champions, Secretaries, & Bookkeepers will be notified by email when the funds are available. Once you receive the email, please check the cost strip to ensure the funds have been placed and what your budget is.

The funds will be located in this cost strip: 0100 - 7730 - 0510 - Your CC# - 9903 - 6301 - 0001

Object Codes used for employee wellness programs:

0510: Supplies (food, gift cards, giveaways)

0390: Presenters/Speakers/Trainers

Please Note

Inappropriate use of funds would be:

- using funds to buy food that is not tied to programs
- using over 50% of funds for food
- using all or most of budget on one program
- using funds to buy numerous gift cards
- paying for individuals to receive massage or payment for registration fees for community events
- using funds to benefit students rather than staff
- for programs that do not directly benefit staff wellness
- Mid or year-end gifts for staff members

P-CARD

You can purchase products related to your wellness program (with the exception of gift cards) online or at a store using a Purchase Card (P-card). They do not need to be an approved vendor, although they must accept a Visa. PCS is a tax-exempt organization, so you should not pay any tax on products purchased. A requisition should be signed by your supervisor or Principals before purchases are made.

PURCHASE ORDERS (PO)

All vendors must be paid for using a Purchase Order (PO). Most vendors will have a purchase order set up with the District Team. If a vendor has a purchase order set up with the district, champions would just need to make sure the funds are available. The district team will handle the payment process and then deduct the champion's budget within 30 days. If the vendor does not have a PO set up with the district team, champions will be required to set up a purchase order PRIOR to coordinating the event. If you have questions, contact Caleigh Hill, hillca@pcsb.org or 588-6031.

How to Pay for Your Programs

P-card	Purchase Order	Prepayment Authorization	Not Allowed
<ul style="list-style-type: none"> • Food (up to 50% of budget) used in conjunction with a staff wellness program • Educational materials (brochures, posters, etc.) • Wellness products with a program (ex: pedometers) • Incentives, giveaways (water bottles, steamer bags, etc.) • GIFT CARDS ARE NOT ALLOWABLE PURCHASES WITH P-CARD 	<ul style="list-style-type: none"> • Printing • Speaker fees/ services • One time program/ from the approved Wellness providers/ vendors* 	<ul style="list-style-type: none"> • GIFT CARDS. Publix or Walgreens only • Magazine subscriptions, new ones only– can not use funds for renewing 	<ul style="list-style-type: none"> • Food or drink not used in conjunction with a program • Entire budget on a few high dollar items • Entire budget for one event or one time event • Individual fees for ongoing fitness programs, race fees, massage, etc. • Fees associated with fitness program • Purchasing fitness equipment for gym for staff and students
<p>Your funds will be located in this cost strip: 0100 7730 0510 Your CC# 9903 6301 0001</p>			
<p>Contact Caleigh Hill at hillca@pcsb.org or 588-6031 or Brandon McIntosh mcintoshbra@pcsb.org or 588-6151 for questions.</p>			

Certain vendors will be paid directly by the district wellness team and the champion will not be responsible for the payment process of these vendors. The district wellness team will pay the vendors directly and then deduct the cost from the champion’s budget within 30 days. Please be sure to check the resource page on the champion portal to confirm payment method before scheduling .

Allowable Purchases

Speaker fees: see the green box in the above chart for instructions related to payment of speakers.

Printing / Pamphlets / Posters / Brochure holders / Educational materials

Items for programs: example - pedometers, fitness DVD, resistance bands (p-card or purchase order).

Food / Drink - MUST be used with a wellness program & should not exceed 50% of total budget. YOU MAY NOT PURCHASE FOOD WITHOUT HAVING AN ACCOMPANYING PROGRAM TIED TO IT.

Incentives & Prizes - incentives and prizes are allowed to encourage participation. Gift cards are allowed but you CANNOT use a p-card to purchase gift cards.

Questionable Items

The following examples will provide some guidance on what is not acceptable or questionable:

Blood pressure cuffs, First aid kits for school or worksite, PX90, Wii’s, and video games

You must check with Caleigh Hill at hillca@pcsb.org prior to any purchases of these or similar items.

How to Pay for your Programs - Gift Cards

Purchasing Gift Cards

Gift cards can only be purchased from Publix or Walgreens. These stores carry both their store cards as well as cards for other businesses. Be aware that Visa & American Express cards charge an activation fee, which we do not recommend purchasing. CONTACT CALEIGH IF YOU PLAN TO PURCHASE MORE THAN \$100 in GIFT CARDS ON ONE PREPAYMENT AUTHORIZATION BEFORE THE PREPAYMENT AUTHORIZATION IS MADE.

To obtain a gift card:

- Complete the Prepayment Authorization to receive a check to the selected store. No cover letter is needed if all the requested information is included.
- If you cannot find a vendor number for a nearby Publix or Walgreens or have other questions about the vendor, contact the Accounting department.
- Send Prepayment Authorization to Bookkeeper who will then submit it to purchasing.
- Do not use internal funds or request reimbursement for gift card purchases.
- If the local store (Publix or Walgreens) you would like to use is not a vendor, a vendor set-up would need to be requested through accounting.

Contact Caleigh Hill at hillca@pcsb.org or 588-6031 for questions.

PINELLAS COUNTY SCHOOLS
PREPAYMENT AUTHORIZATION
(PURCHASE ORDER NOT REQUIRED)

USE FOR: EDGESTAGE REGISTRATION (\$25 MINIMUM) MEMBERSHIP SUBSCRIPTIONS
OBJECTS: 0372 033 0701 82000030 or 05-12

DATE: 2/25/10

TYPE OR PRINT CLEARLY IN INK
SUBMIT FORM TO ACCOUNTING.

Vendor: Y 22042 (Phone)	Ship To (School/Dept. Name and Address)
(Vendor Name and Address) Publix 7333 Park Blvd. Pinellas Park, FL	Pinellas Park High Poly RT. # 3 6305 118 th Ave. N Pinellas Park, FL
Attn.: Hollie Miller	

QUANTITY/ UNIT	FULL DESCRIPTION	UNIT COST	TOTAL
2	Publix (grocery store) gift card - \$10 value	\$20	\$20
1	\$25 Gift card - offered at Publix for other stores	\$25	\$25

Example

1. SEND TWO COMPLETED COPIES (ONE ORIGINAL + ONE COPY IF POSSIBLE) OF ORDER FORMS, MEMBERSHIP REQUESTS OR REGISTRATION APPLICATIONS WITH THIS FORM TO ACCOUNTING.
2. ORDER INITIATOR NEEDS TO CONFIRM RECEIPT OF SERVICES OR DELIVERY OF GOODS

FOR TRAVEL RELATED EXPENSES ONLY: Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the expenses requested will be on official business of the School Board of Pinellas County.

PAPERWORK PREPARED: _____ DEPT.: _____ PHONE NO.: _____
IMMEDIATE SUPERVISOR SIGNATURE: _____
EXPENSE AUTHORIZER SIGNATURE: _____ PHONE NO.: _____

REFERENCE LINE	FUND	GENERAL LEDGER	FUNCTION	OBJECT	COST CENTER	PROJECT	SUB PROJECT	PROGRAM	PRIORITIZED AMOUNT
	0100		7730	0610	your cof	8903	0301	0001	45.00

Make sure funds are available before submitting this form to Accounting.

PCS Form 3-1006 (Rev. 1/06) Category Y
Revised Date 7/10



**DO NOT BUY GIFT CARDS WITH A P-CARD...
EVER!!!!**

**YOU MAY NOT PURCHASE FOOD WITHOUT
HAVING AN ACCOMPANYING PROGRAM
TIED TO IT (Ex: No "Healthy Breakfast
Programs")**

How to Pay for your Programs - Gift Cards

IMPORTANT

All gift cards are subject to tax and must be reported.

Any gift cards given out through the Wellness Champion program MUST be reported and it will be added to the recipient's paystub as taxable income.

Process to report gift cards:

- When giving a gift card, the recipient must fill out and sign the 'Consent for Gift Card with Taxes Withheld' form¹ found in Resources on EWC platform.
- Collect the consent form.
- Complete the 'Gift Card Reporting' form², found in the Resources on EWC platform.
- Scan or Pony the 'Gift Card Reporting' form and the 'Consent for Gift Card with Taxes Withheld' form quarterly to Caleigh Hill (Admin/Risk Management) or hillca@pcsb.org- dates listed on form.

Consent for Gift Card Prize Drawing

I, _____

understand that I won a \$ _____ gift card from _____ (business on gift card) by attending and participating in a PCS wellness sponsored event. After I sign and receive the gift card, the card becomes my responsibility and will not be replaced. I understand my winnings will be reported to Payroll so appropriate Federal and FICA payroll taxes can be withheld.

Gift Card Recipient's Signature: _____

1

Please contact Caleigh Hill at hillca@pcsb.org or 588-6031 if you have any questions.

Gift Card Reporting Form

Using the chart below, list ALL employees who receive a gift card as an incentive or prize through the Employee Wellness Program. Please list their full name, last 4 digits of their social security number, and the amount they received. ALL gift card incentives must be reported to HR as taxable income.
This form must be signed and returned Caleigh Bean, beanc@pcsb.org every quarter
10/11, 12/20, 3/13, 5/25

#	Recipients Name	Last 4 digits of Recipient's Social Security Number	Amount Received
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$

Employee Wellness Champion Signature Date

If you have any questions, please contact Caleigh Bean at beanc@pcsb.org or 588-6031

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Notes



***At Pinellas County Schools,
we believe **WELLNESS** changes lives.***

As our employees live healthier lives, our students benefit from having happy, healthy, well-adjusted role models who teach, counsel, feed, transport, oversee, and provide safety and support through their formative years.

CONTACT US

www.pcsb.org/wellness

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