



## WELLNESS DAY TRACKER & POLICY

Earning Period: May 1, 2025 – April 30, 2026

Application Deadline: Friday, May 8, 2026

**Applications and supporting documentation must be submitted through [NEOGOV \(forms\)](#). This form is for tracking purposes only.**

Credits must be earned within the fiscal year in which you apply (May 1 – April 30). Applications will be reviewed after the submission deadline. Personal statements alone will not be accepted as proof; all submissions must include **acceptable verification** such as receipts, claim summaries, screenshots, emails, or other official records.

To qualify for a Wellness Day, employees must complete all required categories and meet the total activity requirement for the fiscal year. One credit is awarded for each unique qualifying activity, unless otherwise noted. Wellness programs are an exception — a separate credit may be earned for each distinct program completed. Activities cannot be counted in more than one category. All required verification must be submitted by the application deadline.

Please refer to the Policy for complete descriptions and examples. Once your application is approved, you will receive an email confirmation. If additional details are needed, we will contact you.

Health Screening & Health Risk Assessment- <u>Required</u>	Include date of screening through City or Physician	Verification
Participate in City Health Screening (April 2026) OR obtain similar screening through physician, <u>and</u> complete HRA in April		City Screen- no verification needed. Physician - download form on wellness portal and upload documents in April
Preventive Care - 2 Required	Include details: date, type of service, name of healthcare provider, etc.	Specify type of verification (receipt, email, picture, EOB)
Obtain <u>preventive</u> health services such as annual physicals or checkups (credit each preventive service)		
Have 2 dental checkups		
Have a vision exam		
Obtain vaccines		
Health Management - 3 Required	Include details: date, type of service or program, name of healthcare provider, etc.	Specify type of verification (receipt, email, picture, EOB)
Participate in City wellness programs (credit each program)		No verification needed.
Consult with health professional to maintain/improve health		
Participate in community programs or volunteer		
Start/continue exercise or nutrition program		
Promote employee wellness in your department		
Be tobacco-free or attempt to quit tobacco		Only provide if attempted to quit



## WELLNESS DAY POLICY

The City of Bloomington introduced the **Wellness Day** in 2007 to encourage and support healthy lifestyles among employees. Each fiscal year, eligible employees may earn **one paid day off** by completing activities that promote health and well-being. Union employees should review their labor agreements to confirm eligibility. A Wellness Day must be taken as a full-day absence and may not be carried over to future years.

To qualify, employees must complete **six (6) wellness activities** within the fiscal year, including:

- Participation in the City's health screening (or an equivalent screening from a physician) **and** completion of the Health Risk Assessment (HRA)
- At least **two (2) preventive care activities**
- At least **three (3) health management activities**

Only one credit may be earned per activity type, unless otherwise specified. Verification is required for all activities and may include claim summaries, invoices, screenshots, brochures, printouts, or similar documentation. Please redact any personal information you prefer not to share.

This program is intended to be flexible. Employees who have ideas for additional qualifying activities are encouraged to contact Human Resources. We value and want to recognize your efforts to maintain a healthy lifestyle.

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## Requirements

### **Health Screening and Health Risk Assessment - Required**

Employees must participate in the City's Screening **or** obtain a comparable screening from their physician **and** complete the Health Risk Assessment (HRA).

- Screenings include measurements such as height, weight, and blood pressure, as well as a complete blood panel (cholesterol, triglycerides, A1C, glucose, etc.).
- The HRA is an online health questionnaire available only during April through the City's wellness portal.

### **Alternative to City Screening:**

Employees who choose a physician screening can receive credit by completing the Physician Screening Form and uploading verification to the wellness portal. The form and upload link are available only in April.

### **Accessing the Wellness Portal:**

Visit <https://www.wellworksforyoulogin.com/> to register for screenings and complete the HRA. New users must create a username and password and enter Company ID **13014** during registration.

## **Preventive Care – Complete 2**

Preventive care refers to services that detect potential health issues before they become serious. Credit is awarded for each qualifying service.

- **Annual physical or preventive screening** (e.g., mammogram, colonoscopy). These must be preventive in nature, not treatment visits. The same appointment cannot be used for multiple credits. Preferred verification: claims summaries or Explanation of Benefits (EOB) from Blue Cross or another health insurance provider.
- **Two dental checkups** within the fiscal year. Verification: Blue Cross EOB or invoice.
- **Vision exam** by an optometrist or ophthalmologist. If exams are recommended only every 2–3 years, provide a doctor’s note. Verification: claims summary (vsp.com) or invoice.
- **Vaccinations** such as influenza. Verification: EOB.

## **Health Management – Complete 3**

One credit is awarded for each unique activity, except for wellness programs, which may earn a separate credit for each program completed.

- **City Wellness Programs** — Examples: wellness fair, challenges, Carle/EAP webinars, consultations with a Carle personal trainer or dietitian, or screenings such as blood pressure or finger sticks (excluding the required biometric screening). No verification required; provide program name(s) and date(s).
- **Consultations with health professionals** to maintain or improve health— A health professional helps to identify or treat conditions. Examples: nutritionists, dietitians, physical therapists, personal trainers, health coaches, chiropractors, counselors, or psychologists. The same consultation cannot count for multiple credits. Verification: receipts, emails, documents, or a letter of participation.
- **Community health programs or volunteer work** — Examples: health fairs, seminars, races, sports leagues, or volunteer service (minimum 4 hours) or two blood donations. Verification: receipts, registration confirmations, photos, or participation letters.
- **Exercise or nutrition programs** — Must complete at least 3 consecutive months. Verification must be provided: gym membership records, receipts, detailed logs, or downloaded data from health apps/websites.
- **Promoting wellness in the workplace** — Activities should influence multiple employees and/or occur on more than one occasion. Examples: serving as a wellness challenge team captain, organizing walking meetings, coordinating healthy potlucks, or creating a healthy snack program. Verification: emails, photos, or documents.
- **Tobacco-free status or quit attempt** — Remain tobacco-free for the reporting year or actively attempt to quit. Tobacco-free employees do not need verification. Acceptable quit methods include prescription medication, nicotine replacement therapy, counseling, or hypnotherapy. Verification for quit attempts: receipts, correspondence, or a letter from a health professional.

*The City of Bloomington is committed to helping you achieve your best health. All employees who qualify for a Wellness Day are eligible to earn a day off. If you think you might be unable to meet a standard for a day off under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact us at 434-2219 and we will work with you (and if you wish with your doctor) to substitute a Wellness Day credit to earn the same reward that is right for you in light of your health status.*