

**2016 “Be Well” Wellness Program and Passport Questions and Answers**

**What is the “Be Well” Wellness Program?**

The “Be Well” Wellness Program is a program to help promote physical activity, healthy choices and educate employees with the goal of improving the overall well-being of the employee which include physical, emotional, mental and financial health. The program provides employees the opportunity to participate in a variety of health and wellness related activities and a variety of incentives.

**What are the benefits of the “Be Well” Wellness Program?**

The benefits of improving your well-being (be active, be healthy & be informed) are countless. Some benefits of improving your well-being include reduced stress, improved mood, increased energy, better sleep, weight management and reduced aches and pains.

**Who is eligible to participate in the “Be Well” Wellness Program?**

Full-time employees can participate in the complete program and can earn the Passport Rewards. Part-time employees can participate in the monthly challenges, attend guest speaker presentations and other selected activities but do not qualify for the “Be Well” Passport Rewards.

**Do I have to enroll in the ‘Be Well’ Wellness Program?**

No. Participation is voluntary. You can choose to participate in as little or as many activities.

**What is the “Be Well” Passport?**

The “Be Well” Passport is a program used to track full-time employee participation in the wellness program activities in order to earn rewards. You do have to enroll for the Passport to earn those rewards.

**What are the rewards for the “Be Well” Passport?**

Full-time support and professional staff will earn “Be Well” time to participate in any type of activity that improves your wellness. Full-time faculty will earn gift cards.

**Do I have to enroll for the “Be Well” Passport in order to earn rewards?**

Yes. Full-time employees may enroll throughout the year but may not be able to complete all the activities for a specific achievement award if enrolling after the start date.

**When can a new employee enroll for the “Be Well” Passport?**

New full-time employees may start the “Be Well” Passport anytime during the year. New employees may not be able to complete all the Passport activities for a specific achievement award if enrolling after program start date.

**Can faculty start the “Be Well” Passport in August?**

Faculty members may start the program and passport anytime during the year, just the same as support and professional staff.

**If I enroll for the “Be Well” Passport after the “Be Well” Wellness Program start date, will the award levels be prorated based on my hire date and/or enrollment date?**

No. An employee will earn the level of award based on the participation level accomplished after they were able to or chose to enroll in the program.

**What counts as a “Be Well” time?**

“Be Well” time is any type of activity that improves your wellness. Activities may include walking, running, biking, weight lifting, fitness classes, reading, and/or taking time for yourself.

**When can I use my “Be Well” time?**

“Be Well” time can only be used during normal work day hours. “Be Well” time may be used to extend your lunch, break periods, or can be used as a stand-alone time during the normal work day hours.

**What time increments can I use my “Be Well” time?**

Time may be used in 15 minute increments a day based on the award level achieved.

**Can I leave early or come in late if I am using my “Be Well” time?**

No. You must use your “Be Well” time during normal work day hours.

**Can I save up my “Be Well” time each week and to use at one time?**

No. If you do not use your allotted “Be Well” time that week, it cannot be saved.

**Can unused “Be Well” time increments be paid out financially if I do not or cannot use them?**

No. The “Be Well” time increments will be forfeited if you do not use them.

**Do I need my supervisor to approve using my “Be Well” time?**

Yes. Time must be approved through your supervisor in advance so that schedules can be arranged accordingly so not to interrupt the normal business of the department/College.

**Who keeps track of my “Be Well” time?**

You will be required to keep track of your approved time each week.

**Do I need to record my “Be Well” time on the timesheet?**

No. “Be Well” time will be treated like a paid break and does not need to recorded.

**Are there restrictions or certain days or weeks I cannot use my work out time?**

Yes. There may be some days or weeks when “Be Well” time will not be able to be used. These blackout dates are specific to each department as designated by your supervisor. “Be Well” time is not a guarantee each week. If your department has specific events occurring, supervisors may restrict “Be Well” time during those events.

**When can I starting using my “Be Well” time?**

Your “Be Well” time will coincide with the start of classes in January and end of classes in May.

**Do I need to be a member of ECC’s health insurance to participate?**

No. You do not need to be a member of the health insurance.