

Wellness Works



Employee Incentive Program Participant Handbook 2025



MAINE MUNICIPAL
EMPLOYEES HEALTH TRUST

**Call us at 1-800-452-8786
Visit us on the web at www.mmeht.org**

A stylized human figure in light blue, with arms raised, is centered on the page. It is surrounded by a large, light pink circular arc. Above the figure are two teardrop shapes, one green and one brown. The text is overlaid on the figure and arc.

Wellness Works is the Health Education and Promotion Program of the
Maine Municipal Employees Health Trust

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Welcome to the *Wellness Works* Employee Incentive Program!

This handbook contains information to help you start and maintain your own personal wellness enrichment program. First, though, let's look at a few concepts that define wellness.



Wholesomeness

A healthy lifestyle involves self-care in all the dimensions of the self: the physical, intellectual, emotional, spiritual, social and occupational areas. All parts are equally dependent on each other for harmonious living.



Responsibility

Maintaining a healthy lifestyle is a daily choice. The values, beliefs, and attitudes we choose about our health often determine whether we live with good or poor health habits.



Commitment

Living a healthy lifestyle may add years to your life, but may also add "life to your years!" To quote the ancient Greeks, "Die young as late in life as possible."

What is the *Wellness Works* Employee Incentive Program?

The ***Wellness Works* Employee Incentive Program** is designed to encourage you to get regular physical activity and maintain healthy behaviors that will increase your health and vitality. To encourage you to get started on your personal incentive program and stay with it, you'll be able to earn points for rewards throughout the year.

The incentive program may offer three "tracks" in order to meet each participant's individual preferences. However, not every wellness group offers all tracks. Please check with your Coordinator to determine if your program does.



For all tracks, you are required to keep a record of your wellness activities on the exercise/activity log card.

TRACK A - Gym Membership

This track is for people who belong to health clubs and would prefer reimbursement for a portion of their club fees rather than earning points for incentive rewards. The maximum reimbursement for Track A will be determined by each group's Wellness Committee.



TRACK B - Reward Items

This track is for people who would prefer to receive incentive rewards (such as shopping bags and hoodie t-shirts) as they accumulate points and reach each point level (150, 300, 450 and 600). Please turn to pages four and five for a list of incentive rewards offered in 2025 (pictures and descriptions of these items are included).

TRACK C - Park Passes

This track is for people who would prefer to save up all their points in 2025 (instead of earning prizes as they go) in order to earn their choice of a:

- Maine State Park Pass 2026 (valid for pass holder and occupants of vehicle)
- National Park Pass 2026 (valid for pass holder and three occupants of vehicle)
- Coastal Maine Botanical Gardens Pass 2026 (valid for pass holder and one guest)

This track requires that the participant start in January of 2025 and stay in this track—switching from another track isn't allowed. Passes will be ordered in February 2026 after all logs have been submitted.



How do I enroll in the program?

You can sign up with your Wellness Coordinator by filling out a **Wellness Works Employee Incentive Program Application**. This book you are reading is your participant handbook! In the back of this book you will find a year's worth of exercise/activity Logs.

What do I do with my exercise/activity log?

At the end of every quarter (March, June, September and December), you will need to submit your Exercise/Activity Log to your coordinator. The points you've earned will help you qualify to receive a variety of rewards. (See the Rewards Point System in upcoming sections.)

Who keeps track of how many points I've earned?

You do. To record your physical activity, use the log pages at the end of this handbook. The three-month calendar on the front page of the Exercise/Activity Log is to track exercise. The other side of your log card lists other healthy activities and behaviors that can earn you added points towards rewards.

Incentive Point System

Your exercise/activity log contains a list of various activities (e.g. exercise, health screenings, etc.) with assigned values. These activities are listed on this page. Record your exercise activities on the front of the activity log and your other wellness activities on the back of the log. You can also earn additional bonus points if you practice the "Theme of the Quarter" activities; these are also on the back of your exercise/activity log.

- **Exercise:** Activities that involve moving your body to gain flexibility and strength while increasing your heart rate. These include, but are not limited to: brisk walking, cycling, swimming, aerobic classes, weight training, etc.
One session = 30 minutes of activity.
Each Session = **1 point**
One session per day, up to seven sessions per week = **7 points maximum per week**
- **Self-Care Activity** – Any activity that relates to preventive self-care. These include, but are not limited to: eye exams, dental exams, getting an annual physical, monthly breast self-exam, monthly testicular self-exam, etc. – **1 point each**
- **Health Screenings** – These include, but are not limited to, screenings for: cholesterol, blood pressure, glaucoma, hearing, mammogram, pap smear, PSA (prostate), etc. – **1 point each**
- **Lunch & Learn Program** – Attend a lunch and learn program or other wellness workshop at your worksite – **5 points each program.**
- **Quit Nicotine** – **10 points per month up to one year**
- **Nicotine Free** – If you are nicotine free – **4 points each quarter**
- **Using safety equipment** – Using one or more of the following: seatbelt, eye/ear protection, helmet, life jackets, elbow/knee pads, etc. – **1 point per week**
- **Drinking Water** – 6-8 glasses a day – **2 points per week**
- **Eat Fruits and Vegetables** – 5 to 9 servings a day – **2 points per week**
- **Stress Management Techniques** – These include, but are not limited to: reading, meditation, gardening, massage, stretching, yoga, etc. – **1 point per week**



Incentive

150 points



One Bumper Crop Voucher

Bumper Crop vouchers are \$5 coupons that you can use at many Maine Farmers' Markets to purchase local food items, while also supporting local farmers. The back of the coupon has a website and QR code for a full list of participating markets so you can find one participating near you!



9-Inch Cooking Tongs (blue only)

Stainless Steel core with silicone gripping section, hanging ring and tongs. Perfect for vegetables or fish! FDA compliant. 428°F heat resistance. Product size is 1-5/8"H x 10-7/8"W x 1-1/2"D.



Insulated Zipper Tote Bag

Keeps food hot or cold for hours. Great for grocery and shopping bags! Constructed from sturdy multi-layered premium quality non-woven polypropylene, insulating polyester fiber and coated thermal film, zipper closure, dual reinforced 20" carrying handles, and plastic bottom insert.



Silverware Set For Lunchbox

Reusable flatware set—knife, fork, spoon, chopsticks—made of stainless steel, safe and durable; dishwasher safe, also. Easy to carry case; convenient to carry in a backpack, purse or lunchbox.

300 points



Two Bumper Crop Vouchers

Bumper Crop vouchers are \$5 coupons that you can use at many Maine Farmers' Markets to purchase local food items, while also supporting local farmers. The back of the coupon has a website and QR code for a full list of participating markets so you can find one participating near you!



20 Ounce Stainless Steel Insulated Tumbler

The BPA-free travel tumbler has stainless steel outer and inner walls. Double-wall vacuum insulated. Keeps drinks hot or cold for hours (keeps cold up to 18 hours and keeps hot up to 8 hours). Spill-resistant slide lid with rubber gasket. Hand wash recommended.



Silicone Oven Mitt

The great comfortability in the soft fabric lining of this high-quality, easy-to-use silicone oven mitt also features a cotton canvas sleeve. Silicone products do not stain, melt, scratch, or lose shape.



Muscle Massage Roller Stick

Designed for physical therapy, gets rid of knots for myofascial release & trigger point therapy, increase blood circulation, aid rehabilitation, reduces soreness, stiffness & pain. Good for your whole body. Made from high-quality industrial strength materials, with thermoplastic rubber and polypropylene handles for an ergonomic grip and 9 ABS independent rollers on a steel rod core, eco-friendly and durable. Size 17.5 x 1.77 inches and weighs 11 oz.

Rewards

Three Bumper Crop Vouchers

Bumper Crop vouchers are \$5 coupons that you can use at many Maine Farmers' Markets to purchase local food items, while also supporting local farmers. The back of the coupon has a website and QR code for a full list of participating markets so you can find one participating near you!



BeeGreen Shopping Bag 10-pack

BeeGreen foldable, reusable shopping bags are about 2-3 times bigger than a standard plastic grocery bag and can hold up to 50 lbs. Long handles allow for over the shoulder toting. Folds up easily to a small size with elastic ribbon for easy storage in your pocket or purse to save space. Comes with a zippered bag to store all 10 bags. Machine washable in cold water, line dry. Size when open: 14.2"W*27.5"L*4.7"D. Colors vary.



Stretch Out Strap with Exercise Book

Allows you to perform unassisted stretches with greater control—the top choice of physical therapists and athletic trainers for safe, effective, contract-relax stretches. 6'4" woven nylon stretch strap with 10 individual loops. Authentic design proven to be durable and long-lasting; will not easily wear or tear even with heavy use. Ideal for yoga, physical therapy, IT band, hamstring, quad and calf stretching, and more.



RTIC Lunch Container

The RTIC Day Cooler Lunch Container is the answer to your meal prepping dreams. This 5-piece container boasts multiple, multi-layer storage compartments to maximize your meal options in a convenient compact design. 5 cup food capacity. BPA free. Microwave safe. Main exterior dimensions: 8 3/4" x 6" x 3 1/2"



450 points

Four Bumper Crop Vouchers

Bumper Crop vouchers are \$5 coupons that you can use at many Maine Farmers' Markets to purchase local food items, while also supporting local farmers. The back of the coupon has a website and QR code for a full list of participating markets so you can find one participating near you!



Cargo Box

Sturdy and affordable, this laminated trunk organizer is great for transporting groceries, sports gear and more. Large main compartment with divider to keep items organized. Grab handles and front slash pocket. Collapsible for easy storage (folded size: 12" x 14"). Elastic bungee to secure when not in use. PVC Free Product. (grocery bags in picture not included)



Backpack Cooler

Whether headed to a picnic, tailgate party or just out for a weekend hike, you can keep your hands free, all while carrying a ton! This cooler backpack is made of 600 denier polyester, measures 12" x 16.5" x 8" and features a double heat sealed PEVA no-leak liner that holds a capacity equal to 20 cans plus ice. It's also equipped with two mesh side pockets, a large front pocket, and shoulder straps.



Unisex Jersey Long Sleeve Hoodie

A lightweight essential that's perfect all year round. Available in dark grey heather, this is a soft cotton/polyester blend that washes well and doesn't shrink! With an athletic cut, this hoodie runs slim and has a longer sleeve and hemline. Sizes from Small to 2X-Large.



600 points

Instructions for filling out your Exercise/Activity Log Pages

Directions for Exercise Calendars:

Put a number '1' in the box for every day you exercised 30 minutes or more. (If you are filling the form in on screen, just click on the drop-down box, choose the number '1' and it will auto-fill the number in the box.)

To achieve a total of 30 minutes, you can do it all at once or you can add up your minutes throughout the day. For example:

10 minutes + 10 minutes + 10 minutes = 30 minutes or 15 minutes + 15 minutes = 30 minutes.

One session per day up to seven sessions per week = 7 points maximum per week

To figure weekly totals: For those manually filling out the form, count the number of ones you have and enter that number in the 'Points for Week' box next to that week. When the quarter is finished, add all the 'Points for Week' and enter in the 'Total Exercise Points' line. (If you are filling the form in on screen, the form will automatically calculate the totals.)

You can earn **additional points** on the back of the log card. There is a theme of the quarter and other activities to accomplish. Keep track of your points for each of these activities for the quarter and enter your points in the total boxes provided. Add points as indicated at the bottom of the form to get your total points earned for the quarter. (If you are filling the form in on screen, the form will automatically calculate the totals.)

***Track Your Points for the Year**

Total Points Carried Over from
the **Previous Year** (if applicable) _____

Total Points Earned for **1st Quarter** _____

Total Points Earned for **2nd Quarter** _____

Total Points Earned for **3rd Quarter** _____

Total Points Earned for **4th Quarter** _____

Total Points for the Year _____



WELLNESS WORKS EXERCISE/ACTIVITY LOG – 1st Quarter

NAME: _____

**Exercise not only changes your body,
it changes your mind, your attitude and your mood.**

January 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		

February 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28		

March 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
30	31							

Turn this page over for additional points to earn!

Total Exercise Points = _____

How are you doing?

Are you curious about how you are coping with everyday life? Take one of the free online assessments that Anthem EAP offers. Nineteen assessments are available to gauge your mental health status, quality of sleep, attachment style and more! The assessments are quick and easy to do and link you to valuable resources to help you navigate everyday life.

* Your Login for Anthem EAP is MMEHT

Earn 2 points for every assessment you complete this quarter.



EARN ADDITIONAL POINTS FOR 1st QUARTER

Activity	Description	Points	Totals
How are you doing? (Free Online Assessments)	Earn 2 points for every assessment you complete this quarter.	BONUS: 2 each	
Self-Care Activity	Refer to page 3 under 'Incentive Points System'	1 each	
Health Screenings	Refer to page 3 under 'Incentive Points System'	1 each	
Health Education Classes	At worksite	5 each	
Quit Nicotine	10 points per month up to one year	10 each month	
Nicotine Free	Staying healthy	4 per quarter	
Using Safety Equipment	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
Drink Water	6-8 glasses a day	2 per week*	
Fruits and Vegetables	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
Stress Management	Refer to page 3 under 'Incentive Points System'	1 per week*	
Other (optional)	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	

*Maximum 13 weeks per quarter

Total Additional Points = _____

+

Total Exercise Points (from front of card) = _____

Total Points Earned For This Quarter = _____

For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.





WELLNESS WORKS EXERCISE/ACTIVITY LOG – 2nd Quarter

NAME: _____

Every day is a new beginning; take a deep breath and START AGAIN.

April 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				

May 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

June 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						

Turn this page over for additional points to earn!

Total Exercise Points = _____

Take Your Learning Online

Anthem EAP seminars are free online educational workshops for employees to access at their convenience. Topics cover a wide range of areas both personal and professional. Topic areas include financial, mental health, nutrition and more! Click on the QR code to see the wide range of topics that are covered.

*Your Login for Anthem EAP is MMEHT

Earn 5 points per webinar viewed this quarter.



EARN ADDITIONAL POINTS FOR 2nd QUARTER

Activity	Description	Points	Totals
Take Your Learning Online	Earn 5 points per webinar viewed this quarter.	BONUS: 5 each	
Self-Care Activity	Refer to page 3 under 'Incentive Points System'	1 each	
Health Screenings	Refer to page 3 under 'Incentive Points System'	1 each	
Health Education Classes	At worksite	5 each	
Quit Nicotine	10 points per month up to one year	10 each month	
Nicotine Free	Staying healthy	4 per quarter	
Using Safety Equipment	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
Drink Water	6-8 glasses a day	2 per week*	
Fruits and Vegetables	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
Stress Management	Refer to page 3 under 'Incentive Points System'	1 per week*	
Other (optional)	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	

*Maximum 13 weeks per quarter

Total Additional Points = _____

+

Total Exercise Points (from front of card) = _____

Total Points Earned For This Quarter = _____

For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.



WELLNESS WORKS EXERCISE/ACTIVITY LOG – 3rd Quarter

NAME: _____

Sweat out all those bad vibes by doing a fun activity!

July 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			

August 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
31								

September 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					

Turn this page over for additional points to earn!

Total Exercise Points = _____

Prepare for the Unexpected—Estate Planning

Almost 70% of adults in the United States die without a valid estate plan. Interestingly, about 64% say that having a will is very or somewhat important. While some never intend to create an estate plan, others simply delay planning due to procrastination or because they are waiting for something else to happen, like a medical diagnoses, major purchases, retirement, or family changes before they do any formal end of life planning. All these reasons may motivate someone to act, but it can be challenging (if not impossible) to predict when an illness, injury, death, or other significant life event may occur. There is no reason to wait, the Anthem EAP program offered through MMEHT offers a free estate plan that can be completed in just a few minutes. This planning document includes an estate will, living will, naming a guardian, and other important estate planning pieces. This quarter, make it your goal to get this important paperwork done - either through this free resource or with your own lawyer. Your family and loved ones will thank you!



* Your Login for Anthem EAP is MMEHT

Earn 15 points this quarter after you complete this important task.

EARN ADDITIONAL POINTS FOR 3rd QUARTER

Activity	Description	Points	Totals
Prepare for the Unexpected	Earn 15 points for setting up your estate plan this quarter.	BONUS: 15 points	
Self-Care Activity	Refer to page 3 under 'Incentive Points System'	1 each	
Health Screenings	Refer to page 3 under 'Incentive Points System'	1 each	
Health Education Classes	At worksite	5 each	
Quit Nicotine	10 points per month up to one year	10 each month	
Nicotine Free	Staying healthy	4 per quarter	
Using Safety Equipment	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
Drink Water	6-8 glasses a day	2 per week*	
Fruits and Vegetables	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
Stress Management	Refer to page 3 under 'Incentive Points System'	1 per week*	
Other (optional)	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	

*Maximum 13 weeks per quarter

Total Additional Points = _____

Total Exercise Points (from front of card) = _____

Total Points Earned For This Quarter = _____

For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.



WELLNESS WORKS EXERCISE/ACTIVITY LOG – 4th Quarter

NAME: _____

You're only ONE WORKOUT away from a GOOD MOOD!

October 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		

November 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
30								

December 2025	SUN	MON	TUES	WED	THU	FRI	SAT	Points for Week
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				

Turn this page over for additional points to earn!

Total Exercise Points = _____

Is Your Identity Protected?

About 1 in 5 individuals have experienced identity theft in their lifetime. Anthem EAP offers free identity theft protection services to employees, which can include identity theft monitoring, recovery assistance if your identity is compromised, and access to legal support to help navigate the process of repairing any damage caused by identity theft. Protect your identity by enrolling in the free Identity Theft Monitoring Service.



* Your Login for Anthem EAP is MMEHT

Earn 10 points by registering in the identity theft monitoring service.

EARN ADDITIONAL POINTS FOR 4th QUARTER

Activity	Description	Points	Totals
Register for Identity Theft Monitoring	Earn 10 points for registering in the identity theft monitoring service with Anthem EAP.	BONUS: 10 points	
Self-Care Activity	Refer to page 3 under 'Incentive Points System'	1 each	
Health Screenings	Refer to page 3 under 'Incentive Points System'	1 each	
Health Education Classes	At worksite	5 each	
Quit Nicotine	10 points per month up to one year	10 each month	
Nicotine Free	Staying healthy	4 per quarter	
Using Safety Equipment	Seatbelt, eye/ear protection, helmets, etc.	1 per week*	
Drink Water	6-8 glasses a day	2 per week*	
Fruits and Vegetables	Be sure to eat at least 5 to 9 servings of fruits and vegetables per day	2 per week*	
Stress Management	Refer to page 3 under 'Incentive Points System'	1 per week*	
Other (optional)	To be determined by your Wellness Committee and MMEHT <i>Wellness Works</i>	Up to 5 points per quarter	

*Maximum 13 weeks per quarter

Total Additional Points = _____

+

Total Exercise Points (from front of card) = _____

Total Points Earned For This Quarter = _____

For item point lists and descriptions, please refer to the reward pages of this Participant Handbook.