



Hike/Bike to Work Incentive

The hike/bike work incentive is to encourage employees **to walk or ride bicycles to work, during lunch or after work** in order to improve individual wellness. A secondary expected outcome is the reduction of vehicular traffic to reduce our carbon footprint. The program begins October 1, 2018 and culminates April 30, 2019.

All CCS employees are eligible to participate in the program. The program is based on monthly goals. Any full time employee who walks/bikes to work **at least 30 minutes** a week will be eligible to receive a stipend of \$29.50 for the month. Employees who are at least half-time but are not full time are eligible for 50% of the \$29.50 and are required to hike/bike 15 minutes per week. Employees can split this 30 minute period up any way that they wish. For example, if an employee walks 30 minutes on Monday they have met the requirement for the week. The requirement for each week will be reduced by 6 minutes for every non work day or documented absences from school.

Employees who do not live within safe walking or biking distance are eligible to participate by parking at least 10 minutes travel time away from their work site. For example, employees at DAA may park at MLK, Jr. PAC and walk around the parking lots to their offices. If this is not an option, employees can park at work and then walk for 10 minutes during lunch, before school or after school. Employees who participate must still report to work on time. **If employees choose to walk for 10 minutes a day, then they will be required to walk a minimum of 3 times per week to reach the increased goal of 30 minutes.**

Documentation forms will be provided for individuals planning to participate. The forms will be available through your school’s Wellness Coordinator. To document the days and minutes you hike/bike to work, please record the date on the form.

At the end of the month, the documentation form is to be submitted to the Wellness Coordinator. The Wellness Coordinator will complete the payroll form and send to Jessica Brantley at the Division Annex. Jessica Brantley will submit the approved Payroll Form to payroll to confirm the stipend to be added to your pay.

In addition to the monthly stipends, employees are also eligible for building and division incentives. During May, the total number of minutes each employee participated during the year will be tallied. The person or persons with the highest participation amount in each building will receive an additional stipend as follows:

Building	Stipend per building
Lugo-McGinness Academy, Adult Ed, Hospital Ed, DAO, DAA	Top 1 staff member at \$50
Prek-4 Schools	Top 1 staff member at \$50
Walker, Buford	Top 2 staff members at \$50 each
CHS	Top 3 staff members at \$50 each

The top 3 individuals in the division will also receive an additional \$100.

Your name will be entered once for each month you meet the goal for a special prize. The prize for the first quarter (October, November, and December) is a Ragged Mountain Running \$50 worth of merchandise. The prize for second quarter (January, February) is a balance ball chair. The prize for the third quarter (March, and April) is a NutriBullet (juicer). Let’s get moving!

[Hike & Bike Documentation Form](#) (electronic copy: goo.gl/qVJS45)