



Safety Incentive Program (SIP) Guidelines

Brief Summary:

This incentive program is designed to give the Missouri S&T Auxiliary Staff the opportunity to better their work life and personal health. The goal of this program is to motivate staff through point accumulation for achieving or reporting certain points in the following categories: Safety, Customer Service, Healthy for Living, and Attendance.

Points:

- 1) The program will be run in quarters for ease of points tracking.
 - a. Points will be available until the last day of the year (December 31st). If you do not cash in any applicable points, you will lose them. (ex: On Dec 31st, you have 60 points. You can cash in 50 points for a gift card and lose the 10 extra points or you lose all 60 points.)
 - b. Points start over at 0 on January 1st of each year.
 - c. The only exception to this is the first year of the program's existence (2016). These will roll over because it was not a full year.
- 2) You are still **required** to document and report any and all incidents and accidents while you are working. (These will not count against you in SIP)
- 3) Safety Observations of a co-worker must be approved by your supervisor (Tom French, Dean Brummet or Erika Garcille) to ensure all are accurate and fair. This will avoid 2 co-workers using the program to get false points.
- 4) Safety Initiatives must be approved by your supervisor.
- 5) Safety and Customer Service Caught Ya's must be approved by your supervisor. You may receive a Caught Ya from an RA, employee of ResLife, Student Life, Leadership & Cultural Programs, Event Services, Student Affairs or your supervisor.
 - a. Caught Ya's may be given inter-departmentally. (ex: Havener Center employee can give ResLife custodian a Caught Ya)
 - b. RA's are only allowed to give 5 Caught Ya's per month. They do not roll over.
 - c. Caught Ya's are for going above and beyond your job duties.
- 6) To receive points for a seminar you must stay for the entire seminar and make sure to sign the sign in sheet that will be given to the SIP supervisor to approve points.
- 7) Healthy for Living points will not require you to reveal any personal information about your health. This program will not require any information that will violate HIPPA laws.
 - a. Here is how you can turn in points for Healthy for Living:
 - i. A snapshot of your FitBit report, forwarding your FitBit reports through email or printing off your FitBit report and sending it to 216 Havener through campus mail.
 - ii. Selfies with healthy food: take a selfie with your food (& your face) and email it to sip@mst.edu. (The website currently does not have the capability to download pictures)
 - iii. Take a snapshot of your dashboard for your system Healthy for Living points (for your incentive through the university) and send that in email form to sip@mst.edu. You can black out any information we do not need to have (but we do need to see your name).
 1. This will cover most of the points you can earn in this category.

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2. If you need help with this or have any questions, please contact Erika Garcille (Havener Operations Manager) at garcillee@mst.edu or 573-341-7615 and she will be happy to help you.
- iv. Stress management sign in sheet will be sufficient for points.
- v. Any seminar attended will require your name on the sign in sheet for points (in any category)

Attendance:

- 1) Attendance points are explained as:
 - a. Pre-approved vacations by your supervisor will **not** be counted against you. Pre-approved are those slips or days off provided to and approved by your supervisor at least 48 hours in advance.
 - b. FMLA will **not** be counted against you.
 - c. Bereavement will **not** be counted against you.
 - d. Pre-approved sick time for major events (such as a surgery) will **not** be counted against you (you should also ensure you speak with HR about FMLA)
 - e. Medical emergencies for yourself or immediate family (yourself, spouse or children) which require you to leave work will **not** be counted against you.
 - i. Medical emergencies will be defined as: being taken to the ER for immediate medical assistance, air-lifted to a hospital, going into labor, etc.
 - f. "Call ins" (calling in for work that day or the night before) will count as time off.
 - g. Sick leave will be counted as time off unless using as a part of b, d, and e above.
 - h. Coming into work for a while and then taking the rest of the day off with time will count as time off unless your supervisor approves it. This will vary by team and time of year as the work load of any team and its members will vary greatly at different times of the year.
 - i. There is an abundance of time in any given quarter in which you can acquire points for attendance. The goal is for our work force to be strong and for us to work as well together as a team as possible.
 - j. The points discussed above are strictly for the SIP program. These points do not have any bearing on performance in regards to Human Resources. Should there be an issue in regards to your attendance/performance, your supervisor will speak with you regarding HR policies by following the protocol put forth by their office.
- 2) Quarterly meetings are worth 10 points. They are not mandatory unless otherwise stated by your supervisor.

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Prizes:

- 1) Gift cards will be ordered after you have reached your level of points you would like to cash in and will take a few days to get to you. You only have to reach a total of 50 points to cash in for a gift card but those points will be deducted from your total and those points will also be deducted from your category totals (in reference to large prizes). There will be a list of options for you to choose from when you reach that point.
- 2) Larger prizes (i.e. Flat Screen TVs) will be purchased after approval from administration after you have reached your level of points. To be eligible for the large prize category you must reach the following (without cashing in points prior) :
 - a. 40 points in Safety
 - b. 20 points in Customer Service
 - c. 20 points in Healthy for Living
 - d. 20 points in Attendance
 - i. You may take anytime through January 1st – December 31st of a year to acquire these points.
 - ii. All points will be lost at the end of day on December 31st of any year and will start over on January 1st of the next year.
- 3) Supervisors will get a monthly email update of updated points for their employees. If you feel your points are not correct or you would like a breakdown of your points, please contact your supervisor or Erika Garcille by email (sip@mst.edu) or call at 341-7615.