



March 23, 2023

«SCOORDINATOR», Safety Coordinator
«Municipality»
«Address»
«City», «State» «Zip»

RE: 2022 Safety Incentive Program Awards

Dear «SCOORDINATOR»:

It is our pleasure to report that «Municipality» has earned **«TOTAL AWARD»** as a result of your outstanding performance in the 2022 BURLCO JIF Safety Incentive Program. This award includes a base award amount of **«SIP_BASE»** as well as an additional **«ADDITIONAL»** in *additional* Safety Incentive awards. The incentive program is designed to foster a safety attitude among the BURLCO JIF members and to promote the safety objectives of the Fund. The awards were announced at the Annual Safety Breakfast held on March 16, 2023.

You and your municipal employees should be very proud of your accomplishments during this past year. Your dedication to the core principles of safety and risk management in everything you do is the reason that the BURLCO JIF has been, and will continue to be, one of the most successful Joint Insurance Funds in the State. To ensure that your Elected Officials are aware of your accomplishments, by copy of this letter, we are asking the Municipal Clerk to provide a copy of this correspondence to each member of the governing body as official correspondence from the BURLCO JIF for their information and acknowledgement.

Suggested Uses:

The purpose of this award is to recognize your employees for their contribution to your safety efforts. Some ways that these Funds can be used to reward your employees include the purchase of special employee recognition items or to pay for employee morale building events. Some employee recognition items that have been purchased in the past include, but are not limited to, windbreakers, jackets, sweatshirts, tees, hats, or other attire with the JIF Safety Logo. Some morale building events include an employee safety luncheon/dinner, BBQs, pizza parties, safety carnivals, bowling, etc. The JIF Safety Director's office (J.A. Montgomery) can assist with ideas on how the SIP monies can be spent.

In addition, the Executive Safety Committee is allowing these award monies to be used to supplement existing Wellness Funds that support local Wellness Programs. Over the past several years, many municipalities have implemented wellness programs for their employees. These programs include, but are not limited to, walking clubs, health coaches, and weight reduction clubs, etc. Employers recognize that these programs can have a positive impact on employee morale, physical fitness, mental wellbeing and health benefit costs. The JIF believes that improved employee morale and physical fitness will have a positive impact on the cost of workers' compensation claims.

Claiming Your Award:

You can elect to claim your awards either by check or through a reimbursement process. If you choose to claim the full amount of your safety awards by check, please complete the JIF voucher (found on JIF website www.burlcojif.org), sign at vendor's signature, and return it to us by **Thursday, April 20, 2023**. A check, payable to your municipality, will be mailed to you once it is approved at the monthly JIF meeting. If you elect to proceed with the reimbursement process, you can maintain your money "on account" with the JIF and submit vouchers and receipts as you purchase items. All funds must be claimed or encumbered by **November 30, 2023** and encumbered funds must be claimed by **February 1, 2024**. All balances held on account will be reported to the Fund Commissioners on a monthly basis in the JIF Agenda Packet.

I once again want to thank you for your involvement and congratulate you and everyone involved in the JIF safety program for making "***Safety First in All We Say and Do***"!

If you have any questions or need assistance, please do not hesitate to contact our office.

Sincerely,

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Paul Forlenza

Paul A. Forlenza, MGA
BURLCO JIF Executive Director

cc: «FUND_COMMISSIONER», Fund Commissioner
«RMC», Risk Management Consultant
«CLERK», Municipal Clerk (As correspondence to the Governing Body)
«CFO», CFO

File: BURLCO/2023/Safety Kickoff

Tab: 2022 Awards Distribution