

Worksite Wellness Policy

Purpose The Worksite Wellness Policy provides the foundation for the city entity to develop activities and modify work environments and policies to support health and well-being of city employees. In addition to the benefits for employees, positive benefits are likely to be passed on to families of employees, resulting in better health for families of the community.

Policy The Worksite Wellness initiative shall address the primary components of a healthy lifestyle including healthy eating, physical activity, tobacco use cessation, weight management, stress management, and disease management, immunization program, and self-care training. GMA and LGRMS have developed Worksite Wellness guidelines to assist in the establishment of this program.

Management The Wellness Coordinator, Assistant Coordinator and Committee will help guide and assist in the development of a comprehensive Worksite Wellness Program for City employees. The LGRMS @ www.lgrms.com will serve as a Tool Kit and resources for administering and implementing the program.

Components Wellness health promotion leader (Coordinator) shall be designated a Wellness Leader at the management level who has direct access to the City Administrator and City Clerk known as Managers. In collaboration with management and employees, this person is responsible for creating a Worksite Wellness infrastructure overseeing the development and implementation of employee wellness policies and committees, and providing ongoing assessment/monitoring of the effectiveness of the Worksite Wellness Program.

Wellness health promotion assistant (Assistant Coordinator) shall be designated a Wellness Assistant who will be responsible for assisting in the creation of a Worksite Wellness infrastructure, assisting in the development and implementation of employee wellness policies, and assisting in providing ongoing assessment/monitoring of the effectiveness of the Worksite Wellness Program.

Committee Members will conduct meetings and lead activities. Committees members may need as much as two hours a month to plan and implement the strategic wellness plan.

POLICY GUIDELINES

1. Creating an Employee Worksite Wellness Program

- (1) Measurable Wellness Program Objectives shall be included in the strategic plan and in employee work plans, as appropriate.
- (2) Financial Resources for Wellness Activities: Worksite Wellness program shall utilize available resources within City government, GMA, LGRMS and gratis/discounted services from the private sector as much as possible.
- (3) Computer Access: Computers and email will be available to employees in order to facilitate health education, increased participation in employee wellness surveys and access to Employee Assistance Programs and resources.
- (4) Communication and Promotion: City will promote, at all levels of the organization, their wellness initiatives as well as other resources such as Employee Assistance Programs, ergonomics programs, and other wellness-related programs available to employees.
- (5) Quality and Accessibility: A plan will be implemented for routinely monitoring the quality of wellness programs provided and employee access to programs across the worksite. The Health Promotion Leader will be responsible for using the evaluation resources by LGRMS and discussing the results with the City Administrator and City Clerk. This is to ensure all employees receive the same level of services and supervisory support.

The Wellness Health Promotion leader will ensure that an annual wellness plan with measureable objectives is developed by the wellness committee and progress on meeting those objectives is monitored according to the guidelines set by GMA and LGRMS.

- (6) Liability Issues: The city shall address liability issues depending on the nature of the wellness activity. Worksite wellness activities usually occur outside of work hours, for example, before and after work or at lunch time. Participation in wellness activities is voluntary; and, therefore the City is not liable for injuries sustained to employee during their participation in these activities. As a general reference, injury that occurs during non-pay status is not compensable. Non-pay status is defined as before work, after work and non-paid time during the normal workday. Employees will be informed of the above information.

The city will make every reasonable effort to ensure that equipment and areas for wellness activities do not present hazardous conditions. The Safety Officer shall be involved in development of safety and maintenance guidelines for wellness areas.

(7) A Liability Release will be signed by all employees participating in the Health Fair and any other activities determined to be stressful or a health risk.

All employees shall be required to sign a liability release form before participating in worksite wellness activities that present a health risk or stressful situation. The liability release form covers organized and individual wellness activities at the workplace as well as team organized wellness events held off the worksite. Signed forms will be kept in personnel files.

II. Supporting Employee Participation in Wellness Activities

(1) Incentives may be offered to individual employees for participation in wellness activities, achievement of specific goals, or adherence to a wellness program. Incentives will be limited to a \$25 maximum value per award. Raffle prizes might exceed that amount.

Other equity and privacy issues related to the use of incentives in employee wellness programs are addressed by the federal ADA and HIPAA guidelines.

III. Increasing Employee Levels of Physical Activity in the Workplace

Activity Space: Designation of space for wellness activities, including exercise, in city owned facilities is permissible and encouraged.

Permission to use designated space in city owned property for a wellness or fitness area must be requested from the Executive Administrative Assistant for the Mayor and Council.

IV. Improving Access to Healthier Food in the Workplace

(1) Food Service: The City will make available healthy snacks/foods at Health and Wellness Luncheons.

(2) Food Storage and Preparation: Environmental accommodations for food Preparation and storage (e.g. sinks, refrigerators, microwaves) are available for supporting employees in bringing healthy lunches and snacks to work.

V. Reducing and Managing Stress in the Work Place

(1) Stress Reduction and Management Training shall be available on an annual basis to managers and supervisors to improve their supervisory skills and to reduce conflict and stress in the work place. It will also be offered to employees that want to improve their time management and stress reduction skills.

(2) Breaks and Lunch Time: City will ensure that employees are receiving time for lunch and for appropriate breaks from repetitive and stressful work functions during the workday to help prevent stress and injury.

Supporting Tobacco Cessation

The City will promote tobacco cessation resources and offer cessation programs

Smoking is prohibited in City government buildings