

808.45: Wellness

Objective:

To familiarize City employees with the benefits of wellness habits, including physical activity, proper nutrition, and stress control which can provide improved physical and mental health. Various programs, training, group exercise classes, lectures/workshops and special events are provided. Increased employee health may also lead to reduced on-the-job injuries, lower health plan costs, and decreased use of leave for health reasons. Wellness programs will enhance employees' understanding of health and fitness, encouraging them to take more responsibility for their own health.

Authority:

This policy amended by City Council June 7, 2021, Item A-5.

Direction:

Human Resources Director, who, as an appointed official, serves at the pleasure of, and receives direction from the Mayor, or the Mayor's Designee.

Functions:

City Employee – The Wellness programs outlined in this Policy are provided to employees in a benefit-eligible position, unless otherwise specified.

Wellness Time – Participating employees must use their personal time (e.g. lunch hour or before/after work) to participate in Wellness Activities.

Wellness Program Waiver – Individuals must complete the Wellness Program Registration Form (2021 Version) in order to utilize the Wellness Center or other Wellness facilities and to participate in Authorized Wellness Activities. Before beginning any wellness program, individuals must discuss and receive approval from their personal physician. This required form is available from the Wellness Center in the basement of City Hall. Forms are to be completed and sent to the Wellness Coordinator at City Hall before the employee can utilize the Wellness Center or other Wellness Facilities.

Authorized Wellness Activities – Supervised and/or coordinated activities established by Human Resources, including the Wellness Coordinator, to meet specific wellness needs of employees. They may include: wellness programs/workshops/lectures, special events, free weight training, strength training, flexibility exercises, aerobic workouts, swimming exercises, group exercise classes, and other structured activities. Wellness activities do not include recreational free-play periods, such as lunch-time basketball and jogging, and non-organized recreational activities which have not been approved as an Employee Wellness Program by the Human Resources Division.

1. Employees should contact the Wellness Coordinator in City Hall to seek program information.
2. Employees desiring to enroll in the Wellness Program must receive approval in advance with their supervisor if it involves modification to work schedule (if applicable).
3. Wellness Facilities – Free weight, fitness equipment and swimming pools are available to City employees in a benefit-eligible position and Retirees (as defined by City Policy) at certain City neighborhood and regional centers.

Special Events. The Human Resources Division may periodically offer specific wellness activities (including an employee fitness challenge and wellness seminars) for the benefit of employees. Special Events may only be coordinated by the Human Resources Division.

Other. The Human Resources Director has the authority to take temporary action as needed to protect the health and safety of employees.

Forms:

Wellness Program Registration Form

Committee Responsibilities:

None.

Reference:

Procedure adopted by City Council May 20, 1991, Item 5/50; amended August 23, 1993, Item 6-BBB; amended November 14, 1994, Item 9-MM; amended July 24, 1995, Item GG; amended November 13, 2000, Item 5-FFF; amended August 9, 2004, Item A4 (changed from policy section 201.6); amended June 7, 2021, Item A-5.

Date:

This policy effective June 7, 2021.