

808.45 SUBJECT: WELLNESS

:1 OBJECTIVE:

To familiarize City employees with the benefits of wellness habits, including exercise, proper nutrition, and stress control which can provide improved physical and mental health. Personalized testing, consulting, and training, group exercise classes, lectures/workshops and special events are provided to fulfill these needs. Fitness may also lead to reduced on-the-job injuries 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.

:2 AUTHORITY:

This procedure amended by City Council August 9, 2004, Item A4.

:3 DIRECTION:

The Health & Safety Manager through the Human Resources Division Manager and General Administration Department Director, who, as an appointed official, serves at the pleasure of, and receives direction from the Mayor, or the Mayor's Designee.

:4 METHOD OF OPERATION:

City Employee - All permanent full-time and permanent part-time non-bargaining City employees may use wellness time. Bargaining employees may participate on their own time. Bargaining employees may bargain for wellness time.

Wellness Time - Participating employees may use up to one and one-half (1-1/2) hours per week of City time (including travel time) to participate in the Wellness Program for a period not exceeding 12 consecutive weeks program time. The wellness period shall not commence until after the employee has completed his/her probationary period and shall be consecutive, once started. Thereafter, exercise and wellness activities are to be performed on employee's own time. Wellness time must be scheduled to have minimal effect on employee's workload and requires supervisory approval.

Attendance - Employees must sign in on attendance sheets located at each facility. Wellness time shall be paid at straight time and shall not count toward overtime in any given workweek.

Health Questionnaire - A self-administered health questionnaire is required. Individuals identified as at risk will be required to obtain medical clearance prior to entry in the program. Forms are available from the Wellness Office in the basement of City Hall. Forms are to be completed and sent to the Wellness Coordinator at City Hall and clearance obtained before wellness/exercise activities are commenced by the employee.

Authorized Wellness Activities - Supervised and/or coordinated activities established by the Wellness Coordinator to meet the specific physical fitness and stress reducing needs of individual employees. They may include: wellness 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 non-organized recreational activities which have not been approved for the individual employee's Wellness Program by the Wellness Coordinator.

- A. Employees should contact the Wellness Coordinator in City Hall to seek program information and discuss individual fitness needs.
- B. Employees desiring to enroll in the Wellness Program should coordinate and receive approval in advance from their supervisor for time away from work.
- C. Employees will complete a Health Questionnaire/Medical Clearance Waiver and schedule an appointment with the Wellness Staff for initial testing. The Health Questionnaire/Medical Clearance must be brought to this appointment.
- D. Each employee evaluated will be placed on a specifically designed program based on the individual's goals and evaluation. Programs may include a personal exercise routine and training, nutritional information, and other topics related to the employee's goals will be covered. The completion of the initial training phase will take 12 weeks. This will include indoctrination to the program and instructions in the proper safety procedures and training principles to be used in working with fitness program equipment.
- E. As employees build confidence in the program and learn proper technique, they will be requested to set their own workout schedules at various City facilities which may be more convenient to home or work location. Employee and Wellness Coordinator can meet as necessary to assess changes and performance values relating to individual needs.
- F. I.D. Cards issued by the Human Resources Division to City employees upon employment with a wellness sticker will authorize their accessibility to City wellness facilities. They are provided at no cost to employees and are turned in to the Employee Services Section of Personnel Management at the time of separation.
- G. Wellness Office counseling, testing and evaluation hours are set by appointment.
- H. Wellness Facilities - Free weight, fitness equipment and swimming pools are available to City employees and retirees as an employee benefit at:
 1. Dover Shores Regional Center
 2. Downtown Recreation Complex
 3. Engelwood Regional Center
 4. John H. Jackson Neighborhood Center
 5. Orlando City Hall Employee Wellness Center
 6. Northwest Regional Center
 7. Wadeview Pool & Community Center
 8. Dr. James R. Smith Neighborhood Center
 9. Beardall Senior Center (Cardio only)
 10. L. Claudia Allen Senior Center

11. -Police Department: Police Headquarters, OIA, Drug Enforcement Division Office (Restricted to active OPD employees or retired OPD personnel with the approval of the Chief of Police)
12. Fire Department: 14 fire stations
13. Wastewater -: Conserve I, II, Iron Bridge, Wastewater Administration
14. Facilities-

Check with Center to determine operating hours.

Special Events. Annual City Employee Fitness Challenge and other wellness activities will be announced through posters, City Hallways articles, departmental representatives, and other means to ensure communication to all employees.

Awards. Awards or certificates will be presented to employees who achieve fitness goals.

:5 FORMS:

Member Approval Packet

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 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).

:8 EFFECTIVE DATE:

This procedure effective August 9, 2004