



<b>TITLE:</b> Employee Wellness Policy 2024		<b>POLICY:</b> <b>HR-413-2024</b>
<b>EFFECTIVE DATE:</b> 5/21/2024	<b>SUPERSEDES:</b> MARCH 24, 2014	<b>PAGES:</b> <b>4</b>
<b>MAYOR:</b> DocuSigned by: <i>Christine Frizzell</i> 77ADF863AE504E4 <b>Christine Frizzell</b>	<b>DEPARTMENT DIRECTOR:</b> DocuSigned by: <i>Annie Vandenkooy</i> 9D647EBB47C9455 <b>Annie Vandenkooy</b>	

**APPLICABLE TO:** All City of Lynnwood employees including full-time, part-time, and seasonal are affected by this Policy.

**POLICY STATEMENT:** The City of Lynnwood recognizes employees are critical to the quality and efficiency of local government services. The City also recognizes the health of our employees directly affects their ability to perform their job duties and provide services to citizens. The health of employees also has a direct effect on costs to the City. The City recognizes its need to contribute in a positive way to the health and well-being of employees. The City Council has endorsed the importance of employee health and the efforts of the Wellness Committee to improve employee health by Resolution# 2013-07.

**PURPOSE:** This Wellness Policy was established as a means to provide information and activities to City employees to encourage health, wellness and safety at work and beyond.

**POLICIES:** The goals of the Wellness Program are:

- To support wellness in the workplace by creating a wellness program of health education and fitness activities that meets the needs and interests of employees.

- To improve the quality of life through knowledge about health and lifestyle, improve morale and well-being at work, and reduce long-term costs related to treatment of illnesses and accidents.
- To meet the annual requirements of the AWC Well-City Award.

**RESPONSIBILITIES:** The responsibilities of the Wellness Committee are

1. **Membership.** All departments in the City of Lynnwood shall be represented on the Wellness Committee. Members will be appointed by the Department Director. All committee members are equal participants and have equal rights and responsibilities to voice opinions and ideas and to share in the success of this program, however one member of the Committee will serve as Chair of the Committee.
2. **Duties.** The duties of the committee members are to:
  - Provide enthusiastic support of the purpose and goals of the Wellness Committee.
  - Act as a liaison between the Wellness Committee and employees to represent the interests, needs, and opinions of the employees.
  - Help plan, implement, and promote Wellness programs.
  - Provide peer support and advocacy to boost wellness program participation.
  - Prepare an annual budget for program support.
  - Perform evaluations of program and activities.
  - Attend wellness conferences and retreats established by AWC as necessary.
3. **Duties of Chairperson.** The duties of the Chairperson include:
  - Setting the time and place of the meetings.
  - Communicating with all members of the Committee to coordinate meeting dates and times.
  - Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
  - Managing the agenda and discussions at the meetings.
  - Managing the budget and financial program requirements.
  - Applying for and managing annual AWC grant funding requirements.
  - Providing updates to the Mayor and Department Directors.
4. **Member Requirements/Expectations.** Members are responsible for:
  - Attending monthly wellness committee meetings.
  - Organizing and promoting wellness events throughout the year.
  - Assisting (as required) other members in the execution of their wellness events.

- Representing their department and educating department employees about various wellness activities.
  - Assisting in meeting the criteria of the annual Well-City Award.
  - Working in conjunction with management and AWC to increase awareness about the benefits of healthy living.
5. Meeting Schedule. The Wellness Committee shall meet monthly during regular work hours.
  6. Confidentiality. Confidentiality is important in all health education activities. Because the Wellness Committee may offer programs about potentially sensitive issues, the transactions and interaction regarding personal and medical information that take place in the wellness programs will be confidential and will be respected as such.

### **PROCEDURES:**

#### Program Activities:

1. Behavior change programs such as nutritional information, stress reduction, smoking cessation, and weight management.
2. Motivational programs such as interdepartmental and employee group challenges for healthy eating, exercise and stress reduction.
3. Information and awareness programs such as flyers, E-mails, bulletin boards, wellness seminars, workshops and classes.
4. Promote and encourage participation in the annual AWC Healthcheck Plus program.

#### Wellness Program Budget:

The Annual Wellness budget is funded through the City of Lynnwood General Fund and through grants. The annual budget amount will vary but will be equal to or greater than \$10 per full-time employee.

#### Program Costs:

The Employee Wellness Program includes activities which often use incentives (e.g. prizes, fitness aids, gift cards and other items to support individual well-being) to drive participation and ultimately behavior change. Depending on the nature of the activity, programs may be provided at cost, low cost, or no cost.

#### Program Involvement:

1. The Mayor and Department Directors will provide time during regular work hours to members of the Wellness Committee to conduct activities related to implementing the City of Lynnwood Wellness Policy.
2. The Mayor and Department Directors will allow employees to participate in approved wellness activities during work hours provided normal work demands are appropriately met.

Additional City Wellness Events:

1. The Wellness Committee may host an annual Wellness event that includes the provision of a meal for employees to recognize and celebrate the accomplishments of the employees in meeting the AWC Well-City Award achievement. The meal cost including taxes and gratuities per person may not exceed the per diem amount for Seattle GSA for the specific meal period that occurred during the event in accordance with the City's Travel & Expense policy.
2. Each City department may host one annual Wellness event for their department that includes the provision of a meal to support a culture of wellbeing.

The opportunity for each department to host an event under this policy is separate from the Mayor's annual employee recognition award program set forth in LMC 2.48.235 Employee Recognition.

3. Each City department must have funds available in their departmental budget to support the meal expenses for the annual event if the department chooses to participate. The meal cost including taxes and gratuities per person may not exceed the per diem amount for Seattle GSA for the specific meal period that occurred during the event in accordance with the City's Travel & Expense policy.