

CITY of LA GRANDE
COUNCIL ACTION FORM

Council Meeting Date: January 10, 2018

PRESENTER: Anita Zink, Human Resource Specialist

COUNCIL ACTION: CONSIDER APPROVAL OF REVISED EMPLOYEE WELLNESS PROGRAM POLICY

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Invite Public Comments
- 3. MAYOR: Invite Council Discussion
- 4. MAYOR: Entertain Motion

Suggested Motion: I move that we approve the revised Employee Wellness Program Policy as presented by Staff

- 5. MAYOR: Invite Additional Council Discussion
- 6. MAYOR: Ask for the Vote

EXPLANATION: Earlier this year, Parks and Recreation Director Stu Spence suggested offering free use of the Veteran's Memorial Pool and fitness room to employees as a wellness incentive. This idea was incorporated into the existing Wellness Program which will be managed and administered by the Employee Relations/Wellness Committee. The Committee's objectives are to research and provide information to employees regarding health and well-being that will encourage healthier lifestyles for City employees.

Through this policy, employees would receive a free annual membership to the Veteran's Memorial Pool; spouses and other family members will be required to pay standard rates for the use of the facility. Additionally, employees can qualify for reimbursements at 50 percent of an employee's cost up to \$100 every six months for health-related activities that have been approved by the Committee and which are listed in the policy. Since this policy includes a financial benefit to represented employees and as such is a subject of mandatory bargaining, the City Manager met with the leadership of all three bargaining groups to discuss the policy. All three groups support the implementation of this policy as presented to the City Council. Staff expects to be able to absorb the cost of the program within the existing budget.

The attached policy outlines the wellness committee's purpose, administration/staffing, objectives, and program incentives.

The City Manager recommends the Council approve the Wellness Policy as presented by Staff.

Reviewed By: (Initial)
 City Manager _____
 City Recorder _____
 Aquatics Division _____
 Building Department _____
 ED Department _____
 Finance _____
 Fire Department _____

Human Resources Dept AZ
 Library _____
 Parks Department _____
 Planning Department _____
 Police Department _____
 Public Works Department _____

COUNCIL ACTION (Office Use Only)

- Motion Passed
- Motion Failed; _____
- Action Tabled: _____
Effective Date: _____
- Resolution Passed
Effective Date: _____
- Ordinance Adopted
First Reading: _____
Second Reading: _____
Vote: _____

EMPLOYEE WELLNESS PROGRAM

PURPOSE:

To establish opportunities to encourage the development of lifestyles that maintain and enhance the state of overall well-being of employees. The City recognizes that good nutrition and regular physical activity is vital to an employee’s health. It is the City’s policy to encourage health, well-being and exercise through a Wellness Program designed to help ensure a healthy work environment for all City employees.

The following are benefits that can be directly realized from a Wellness Program:

- Reduction in sick leave
- Reduction in absenteeism
- Reduction in injury
- Reduction in health care costs
- Improvement in workplace morale
- Improvement in productivity

PROGRAM ADMINISTRATION/STAFFING

The City Manager fully supports the Wellness Program and desires to achieve and maintain a working environment that promotes health. The City of La Grande Employee Relations/Wellness Committee, comprised of seven (7) members of which a maximum of three (3) are from the Management group, will manage and administer the Wellness Program, Wellness Event(s) and the Wellness Program budget (primarily funded by grant dollars). The desired structure of the Committee is as follows:

HR Specialist	1 member
Police Department	1 member
Fire Department	1 member
Parks/Recreation Department	1 member
City Hall/Library	1 member
Public Works Department	1 member
Any Department	1 member

The Employee Relations Committee will meet at least once a month during the workday to conduct business and coordinate, at a minimum, one (1) City-wide Wellness Event per year, depending on funding availability, and may include activities such as pedometer program, health fair, flu shot clinic, healthy cooking classes, golf tournament and ergonomic workstation study. This Committee will also be responsible for researching information and discussing ideas regarding health and well-being that will be beneficial to employees.

WELLNESS COMMITTEE OBJECTIVES

- Improve employee levels of physical activity by notifying employees of reduced rates at local fitness centers available to them as a City employee; promoting utilization of breaks and lunch periods for physical activity; or providing information on discounted weight loss programs.
- Encourage preventative healthcare by coordinating a bi-annual Employee Health Fair at which employees have access to flu shots, a blood test and an assortment of health-related vendors from the community, i.e. fitness centers and classes, therapeutic massage, health food resources and chiropractic care; as funding permits.
- Provide information regarding health-related resources to be posted on department bulletin boards at all City facilities.
- Encourage all Department Directors and/or Supervisors to attend Wellness Events to support the Committee's efforts and promote employee attendance at Wellness Events.
- Research avenues to apply for grants/funding that will help benefit the Wellness Program.
- Promote wellness programs already offered by the City's insurance carrier, i.e. counseling, tobacco cessation, weight loss programs, EAP.
- Distribute health-related literature/articles via City newsletter, payroll envelope inserts or employee website.
- Mandate attendance of, at minimum, one (1) City Management group employee, preferable the Human Resource Specialist, at all benefits open enrollment meetings/webinars and encourage city-wide participation in CIS Benefits Open Enrollment.

WELLNESS PROGRAM INCENTIVES

- Free annual memberships for employee to Veteran's memorial Pool (daily access to the pool including lap swim and recreation swim times; daily access to fitness room including treadmill, elliptical, stair stepper, pec flexor, hip flexor, universal gym. Memberships do not include entry to special events or swimming lessons. Spouses and other family members must pay separately.
- Reimbursements (50% of the individual employee's cost up to \$100 every six months) for active, fulltime employees enrolled in the City's health insurance will be considered for health-related activities. Requests for reimbursement will be submitted to an Employee Relations Committee member and must include a detailed receipt. Reimbursements will **ONLY** be considered for the following activities:
 - Fitness club memberships – reimbursement will be up to or not to exceed the individual rate.
 - Race entry fees
 - Fitness classes – in person with certified instructor.
 - Nutrition classes (provided through Grande Ronde Hospital)
 - Weight loss programs i.e. Diet Doc, NutriSystem (not included are weight loss programs that are reimbursable through insurance)
 - Martial arts classes

Reimbursement requests for activities not listed here will be considered for inclusion on the list in subsequent years.