

City of Airway Heights, Washington
Employee Health & Wellness Committee
Policies and Procedures

Policy Title: Employee Health & Wellness Committee

Effective Date: October 19, 2009

Purpose: To create a healthy work environment that supports lifestyles and offers opportunities for employees to optimize their health and well-being.

Goal: To support wellness in the workplace by creating and implementing a program that meets the needs and interests of the employees of the City of Airway Heights.

Scope: This policy applies to all full time and part time City of Airway Heights employees.

Policy:

- I. The Committee will be comprised of 3-7 members. Each department will be encouraged to have at least one member on the committee (Fire and Police will be represented as one department.) Membership on the Committee is voluntary.
- II. Members of the Wellness Committee will serve an indefinite term and are encouraged to be enthusiastic and supportive of the purpose and goal of the Committee.
- III. The Wellness Committee will meet at least once a month during regular business hours, and will follow an agenda prepared by the Health and Wellness Coordinator. Meetings will last no longer than 1 hour.
- IV. **Duties of the Wellness Committee include:** All Committee members are equal participants and have equal rights and responsibilities to voice opinions and ideas, as well as share in the success in this program
 1. Providing enthusiastic support of the purpose and goal of the Committee.
 2. Creating a sense of employee ownership by participating in the planning and promotion of wellness activities.
 3. Members must be willing to accept duties on assigned projects
 4. Performing evaluations of ongoing programs and activities.
 5. Providing peer support and advocacy to boost wellness program participation.
 6. Sharing responsibilities to lessen the workload impact on the Coordinator.
 7. Preparing an annual budget for presentation to the City Manager for program support.
- V. **Duties of the Coordinator* include:**

****Health & Wellness Coordinator is a duty of the Parks, Recreation, and Community Service Coordinator via Council approved job description.***

 1. Communicating with AWC about current and upcoming programs and promotions.
 2. Setting the time and place of meetings.
 3. Communicating with all members of the Committee about current and upcoming AWC programs and promotions.
 4. Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
 5. Managing the agenda and discussion of the meeting.
 6. Confidentiality is important in all health education activities. Because the Wellness Committee may offer programs about potentially sensitive issues, the transactions and interactions regarding personal

and medical information that take place in the City's wellness programs will be confidential and will be respected as such. Employee participation will strictly be on a voluntary basis and will be respected. Coordinator will conduct any program involving personally sensitive info such as weight or medical history.

Procedure:

I. Build a Foundation

1. Create a mission statement.
2. Assess the City's working environment by considering the possible support systems and challenges.
3. Successfully develop and promote the wellness program.
4. Set program policies to address participant confidentiality, employee eligibility, and any City policies that govern wellness activities, including employee participation.
5. Inform the employees of the wellness program by distributing a letter of introduction stating the City's commitment to employee health and encouragement of employee participation.
6. Gain the support of everyone involved, including management, department heads, and employees.

II. Locate Available Resources

1. Inventory internal resources.
2. Locate other wellness program coordinators.
3. Explore AWC resources.
4. Identify external resources that may be able to provide services and products for the program.
5. Involve employees by conducting a needs and interests survey.
6. Identify topics that work toward the program's mission and meet the needs and interests of employees.

III. Design the Program

1. Establish program goals and objectives.
2. Develop a means of evaluation to measure the level of satisfaction with the program and assist in the planning of future activities.
3. Select program activities that will encourage employees to become involved.
4. Establish a program budget.
5. Create a program timeline and schedule that includes all wellness program activities and any other events which will conflict with, support or otherwise influence the program.
6. Select vendors and materials
7. Delegate responsibilities to different members of the committee.

IV. Promote and Facilitate the Program

1. Promote the program and activities to raise employees' awareness of and enthusiasm for the worksite wellness program, to stimulate and maintain high levels of participation, and to keep the program visible.
2. Build incentives into the program to not only reward participants, but to encourage and motivate participation.
3. Introduce the program by communicating the City's commitment, previewing upcoming activities, and leaving employees eager to participate.
4. Facilitate the activities to help ensure a smooth program and satisfied participants.
5. Decisions on structure and program details will be approved by the City Manager.

Employee Exercise Program



EFFECTIVE DATE: January 15, 2010

APPROVED BY: City Manager, Albert Tripp

Health & Wellness Committee

POLICY: The City of Airway Heights strives to create a healthy work environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being. The City provides fitness centers for use by all regular full time employees who complete this participation waiver. Employees may use the centers or choose the option of walking or jogging a maximum of three (3) paid hours per week.

PROVISIONS:

1. All employees participating in the employee exercise program shall coordinate their exercise programs with their department manager.
2. Participation in the exercise program shall not interfere or conflict with employee work.
3. All employees are required to complete this fitness participation waiver prior to participating in the program. This form will be kept in the employees official file.
4. Only employees of the City of Airway Heights and its affiliates are eligible to use the fitness centers available at the Police Department and at the Public Works Department. These fitness centers are only available for use during regular hours of operation.
5. **SAFETY FIRST!** Start our slowly and increase workout time and intensity gradually. Make sure to include a proper warm-up and cool-down into your workout routine.
6. Proper workout attire must be worn. Employees must wear appropriate clothing and should not use the facility while in regular work attire. Employees utilizing the fitness centers are responsible for cleaning any sweat left on equipment and replacing equipment in it's appropriate storage space immediately after use.
7. Food and beverage, with the exception of water are not allowed in the fitness centers.
8. Employees are responsible for reporting all damaged or faulty equipment immediately to the respective department director.

WAIVER: The resources and information provided by the **City of Airway Heights Health & Wellness Committee** are designed to help you find and understand general information on health and related topics. Only your doctor or other professional health care provider can provide medical advice, medical diagnosis or medical treatment. You should talk with your physician regarding any concerns or questions, before you begin participation in any exercise program or wellness activity. I hereby, for myself, my organization, my heirs, executors, and administrators, waive and release any and all rights and claims for damages I may have against the **City of Airway Heights** or any organization in whose building or grounds this activity is being held, and any instructors or person of these departments for injuries received while participating in any activity sponsored by the **City of Airway Heights Employee Exercise Program**.

NAME: _____

DATE: _____