



Policy: **Wellness Program**
Adopted: M2007-0143, M2008-0095
Effective: October 1, 2007
Revised: April 21, 2015; October 5, 2021

Purpose

To encourage employees to eat healthy and keep physically fit.

Exercise and a healthy diet improve your mood, your health, and your productivity at work and at home. Therefore, the City's contribution toward a wellness program is a win-win situation.

Wellness program activities focus on five pillars of wellness:

1. Community
2. Financial
3. Mental
4. Social
5. Physical

It all adds up to improved morale, increased productivity, and a healthier workplace. Every study available has shown that healthy and fit individuals are happier, healthier, and more productive.

Wellness is defined simply as living in a way to encourage good health. In practice, that means adopting preventive measures such as a healthful diet and exercise and avoiding unhealthful behavior such as smoking. Recent studies have shown that the benefits of exercise influence a wide variety of diseases and conditions affecting both mental and physical health. Regular exercise can help prevent and treat coronary heart disease, osteoporosis, diabetes, hypertension and depression.

Additional benefits to a healthy lifestyle, include increased self-esteem, reduced health care costs, reduced absenteeism, reduced compensation costs and less employee turnover.

Eligibility

All full time employees, part time employees and police reserves are defined as "wellness participants" and eligible for wellness contributions.

Seasonal and temporary employees, or independent contractors are not eligible for this benefit.

Policy

Eligible employees may choose one of the following options:

1. The City will pay up to \$240 per year for wellness related materials; or
2. \$20 to each employee who attends a health club ten (10) times in a given month. The employee must show proof of attendance by asking the health club to provide an attendance log; or
3. If an employee chooses to join a doctor approved weight loss program, the



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City will pay 50% of their membership, up to \$240 per calendar year.

To ensure prudent use of taxpayer's money for the purposes of a healthy workforce, each employee may only benefit financially from the three (3) wellness options listed above.

Wellness Vacation Hours

Each year, the City will offer biometrics screening to test in the areas of Glucose, Cholesterol, Blood Pressure and BMI. The hours you earn will be based on, for lack of a better term, a "pass/fail" of goals which are based on the gold standards from the National Institute of Health. For each of the four biomarkers that you "pass", you will earn 2 wellness vacation hours, for a max of 8 hours.

Administration

The wellness participant must make the appropriate membership arrangement directly with the athletic center, doctor approved weight loss program, or other wellness related membership. Financial arrangements are the wellness participant's responsibility and not in any way a financial obligation of the City.

Employee Responsibility

1. If the employee chooses the purchase of a wellness related material: submit a Wellness Reimbursement form and copy of your receipt to the Communications & Human Resources department for processing.
2. If employee elects the exercise benefit: either the employee will bring in a report on the athletic center's letterhead that indicates the number of times the employee exercised within the month or the athletic facility may electronically transmit the report to the Communications & Human Resources department.
3. If employee elects doctor approved weight loss program the employee will bring in proof of payment for their membership.

Employer Responsibility

If a "wellness related material" purchase is questionable, a determination of reimbursement will be made by the Wellness Committee. All reimbursements will be processed in the following way:

- Communications & Human Resources notifies payroll via the Payroll Advice Form.
- Payroll will process on the next payroll processing cycle.
- Reimbursements are taxable.
- Reimbursements do not impact PERA benefits.
- All reimbursements must be made by the last payroll of the current calendar year (or deadline determined by Human Resources) in order for the reimbursement to be reported on W-2 forms.



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Family Membership The \$240.00 wellness reimbursement is only available to an employee and not a member of the employee's family regardless the cost of the item or how many times the family member attends the gym. The athletic center will only report on the wellness participant's monthly exercise. A Family member's exercise may not substitute for the wellness participant's exercise requirements.

**Examples of Approved
Wellness Related Materials**

Equipment as approved by the Wellness Committee
Doctor approved weight loss program
Membership to Yoga studio
Fitness Tracker wearable or similar device
Fitness Classes
Race Fees
Bicycle
Weights
Tennis Shoes
Hiking Boots

**Examples of Unacceptable
Wellness Related Materials**

Workout clothing including socks
Fad Diets
Tanning Booth costs
Weight Loss Pills
Cosmetic related expenses
Weight Rack

**Termination of City's
Contribution** Reasons the City may terminate the wellness contribution:

- Termination, for whatever reason, of the employee, City Council member or police reserve.
- City discontinues the wellness program contribution.
- Athletic center no longer meets the guidelines of the City.