



Administrative Policy and Procedure City of Prosser, Washington

SUBJECT: Wellness Policy		
Effective Date: July 8, 2019	Policy No. ADM.12	Pages: 2
Developed By: Wellness Committee, Rachel Shaw	Department Head Approval:	City Administrator Approval:

OVERVIEW

1. POLICY

The City of Prosser recognizes employees are critical to the quality and efficiency of local government services. 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 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. This policy is established as a means to provide information and activities to City employees to encourage health, wellness and safety at work and beyond.

2. GOALS

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.

3. SCOPE

All City of Prosser employees including full-time, part-time, and seasonal.

4. WELLNESS COMMITTEE

4.1 Membership. The Wellness Committee is made up from representatives from various areas within the City-wide workforce. The City Clerk will serve as the Chairperson. Membership on this committee is voluntary, with the approval of 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.

- 4.2 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 the 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 annual budget for program support.
 - Perform evaluation of program and activities.
- 4.3 Duties of Chairperson. The duties of the Chairperson include:
- Setting the time and place of the meetings.
 - Communicate with all members of the Committee to coordinate meeting dates and times.
 - Prepare an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
 - Managing agenda and discussion at the meetings.
 - Manage the budget and financial program requirements.
 - Provide communication to the City Administrator and City Council.
- 4.4 Meeting Schedule. The Wellness Committee shall meet as needed during regular work hours.
- 4.5 Attendance/Termination. If a member misses more than 3 meetings (unexcused), the Committee may vote to remove that member from the committee.
- 4.6 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.

5. PROGRAM ACTIVITIES

Behavior change programs such as nutritional information, stress reduction, smoking cessation and weight management.

Motivational programs such as interdepartmental and employee group challenges for healthy eating, exercise and stress reduction.

Information and awareness programs such as flyers, E-mails, bulletin boards, wellness seminars, workshops and classes.