

RESOLUTION NO. 485

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON ADOPTING THE CITY OF UNIVERSITY PLACE STAFF WELLNESS PROGRAM.

WHEREAS, The City of University Place Wellness Committee has been formed to promote a positive work environment that encourages physical and mental well being; and


WHEREAS, The City of University Place has been awarded a \$500 grant from the Washington State Physical activity and Nutrition Program; and

WHEREAS, Funding sources for the Wellness Program have been identified including grants, fundraising events and a one time budget appropriation; now therefore,

BE IT RESOLVED BY THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

The City of University Place adopts the Staff Wellness Program as attached in Exhibit A.

ADOPTED BY THE CITY COUNCIL ON THE 16TH DAY OF MAY 2005.



Ken Grassi, Mayor

ATTEST:



Sarah Ortiz, CMC, City Clerk

City of University Place Staff Wellness Program

Mission Statement: To promote a positive work environment that encourages physical and mental well being.

Goals:

Establish an on-site wellness room available for employee use during their lunchtime, before and after work. The wellness room will encourage employees to participate in physical and social activity during their workday. The type of equipment that will be available includes cardio-equipment, weights, resistant bands, exercise balls and mats. A TV and DVD for exercise C.D.'s will be available. Games, books, ping-pong and foosball will also be available for use. The wellness room is located at City Hall which does has a shower facility on site.

The benefits of having an on-site wellness room include increased employee satisfaction and social interaction with others. Additional benefits are potential reduction in overall healthcare costs and employee absences. Our goal is to create a company culture that encourages active breaks and healthful eating. Establishing a wellness room is the first step towards reaching our goal.

Other wellness activities/programs and incentives will be provided along with the on-site wellness room. The Wellness Committee is currently planning the 2005 calendar of activities such as the AWC Municipal Games and Walk Across America.

Thirty-eight employees of the City of University Place participated in the AWC HealthCheck Plus. The Health Monitor has provided information on the City's employee demographics, summarizes health risks of the employees, and quantifies the employee's readiness for change, financial impact, risk factors and recommendation for the employees. Included in the report is the Intervention Opportunity Index (IOI), which is an index of potential financial impact for investment in intervention targets. The top three intervention targets for University Place are:

1. Cardiovascular Disease
2. Inactivity
3. Weight

One of the recommended interventions listed for all the above (IOI) in the Health Monitor report is to offer exercise programs at the workplace. Along with the wellness room, a walking and biking club will be established in the spring of 2005. Another recommendation is to provide incentives for participating in regular physical activity. The Wellness Committee plans to implement all three recommendations this year. According to the Health Monitor 33, or 86.8%, of City employees who participated in HealthCheck Plus reported being physically inactive. The on-site wellness room and program will encourage employees to make physical activities part of their lives. The wellness program will be convenient, adaptable, flexible and informational for all employees.

Action Steps:

City Council approved \$800 in the 2005 budget for the wellness program. The benefits of healthy and productive employees are important to the Council and City Manager. **Done**

Spoke with City Manager about space to establish an on-site wellness room. City Manager approves and supports an empty space for the wellness room at City Hall. **Done**

Distributed a survey at the wellness fair to assess employee interest in an on-site wellness room. **Done**

Talked with the legal department regarding liability issues of on-site wellness room. **Done**

Purchase the two books listed on how to learn about standards, guidelines, liability and other issues.

Purchase equipment and collect in-kind equipment. **Done**

Recreation Manager is certified Wellness Instructor by the American College of Sports Medicine. She can assist with the design, start-up and management of the wellness room.

Wellness committee will write a business plan for the proposed on-site wellness room.

Wellness Committee: all committee members are involved in the project.

Becky Metcalf, Administrative Assistant, Co-Chair/Secretary

Gretchen Hayes, Recreation Manager, Co-Chair

Eric Black, Human Resource Manager, Event Planner

Sandy Garrett, CTS Director, Treasurer

Linda Seesz, ITS Analyst, Public Relations/Marketing

Tam Swett, Sr. Finance Analyst, Event Planner

3. Workforce. The City of University Place currently employees 67 full time employees. The various departments are City Managers Office, Economic Development, City Clerk, Finance, ITS, Public Works, Development Service, Parks and Recreation. Majority of the City employees have office jobs and spend most of their day in front of a computer. Sitting in front of the computer can leads to Repetitive Strain Injury (RSI). The on-site wellness room can help by providing a space for employees for strength training and stretching. Stretch breaks will help reduce muscle tension caused when muscles remain static or fixed in one position for too long. Stretching helps relieve discomfort due to repetitive movements, awkward postures, and excessive force. Strength training creates strong ligaments and tendons, which serve to support

joints and decrease the likelihood of injury from other activities. Strong muscles can help with standing and sitting straighter and more comfortable.

4. Target Population. The wellness committee distributed a survey at the wellness fair to assess employee interest in an on-site wellness room. The committee received 34 surveys, 30 of the survey indicated that they would be interested in participating in an on-site wellness room. We will target the 45% of employee who have expressed interest in the wellness room. Activities include a grand opening of the wellness room in March with wellness trainer and classes. The incentive program will be explained and promoted to all employees who participate in regular physical activity. Other activities include speakers, wellness materials, special events and classes to target the other 55% of the employees.

The Health Monitor questionnaire assesses an individual's stage of readiness for change for various lifestyle factors. The report summarizes the Stage of Readiness to Change for City employees. One risk factor is being physically inactive which 25 out of the 38 employees indicated they are currently making a change or will in the next month. Another risk factor is to lose weight, 21 employees out of 38 are currently making a change or will in the next month. Both the City survey and the Health Monitor report indicate employees are ready to change their lifestyle and an on-site wellness room would assist them in that change.

Wellness and wellness activities will be marketed and promoted several ways: employee newsletter, email and printed material. Wellness Committee members are from various divisions in the City and they will encourage others to participate in the wellness room.

5. Timeline.

November 2004: Wellness Committee distributed a wellness survey to employees. The top response was an on-site workout area.

December 2004: Apply for mini – grant for wellness equipment i.e. hand weights, resistant bands, exercise balls, mats, video and VCR.

January 2005: Purchase two books about the standards, guidelines, liability and other issues related to on-site wellness room. Develop a business plan for the wellness room.

February 2005: Employee silent auction fundraiser.

March 2005: Set-up on-site workout area with employee equipment and purchase equipment with the grant.

May 2005: Grand opening of wellness room. Offer wellness classes and trainers to motivate employees to begin their wellness program.

6. Community Partners. We will work with a local hospital on guest speakers about wellness. Other partners include the YMCA and City of University Place wellness instructors to teach

classes and training on how to use the equipment. A local massage therapist will have schedule appointments available on-site for employees.

8. Evaluation. Employee evaluations, feedback and number of employees who use the facility will measure the project success. Wellness Committee will offer an incentive program that will require employees to keep track of their physical activity on-site and off-site. The employees who participate in the program will be eligible for incentives throughout the year. A member of the wellness committee will track the daily use of the wellness room and write articles of success stories of employees. Employee's success stories will be shared in the employees' newsletter, all-staff luncheons and recognized by the incentive program.

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