

RESOLUTION NO. 629

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,  
ADOPTING UPDATED WELLNESS POLICY AND PROCEDURES MANUAL**

WHEREAS, the Wellness Program was created and adopted by the City Council in 2005; and

WHEREAS, the Wellness Policy & Procedures Manual has been created to incorporate new developments as required by the Association of Washington Cities; and

WHEREAS, the updated Wellness Policy and Procedures manual have been made available for internal review and comment, NOW, THEREFORE,

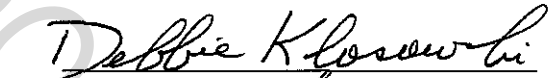
**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,  
WASHINGTON, AS FOLLOWS:**

Section 1. Adopt Wellness Policy & Procedures. Adopt the Wellness Policy and Procedures Manual.

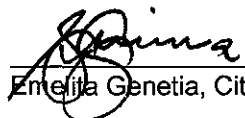
Section 2. Authorize the City Manager to Administer the Wellness Policy and Procedures. The City Manager shall administer the Wellness Policy and Procedures as attached to this Resolution.

Section 3. Effective Date. This resolution shall take effect immediately upon adoption.

**ADOPTED BY THE CITY COUNCIL ON NOVEMBER 2, 2009.**

  
Linda Bird, Mayor *for*

ATTEST:

  
Emelija Genetia, City Clerk

## **CITY OF UNIVERSITY PLACE WELLNESS PROGRAM POLICY**

**Policy Purpose:** To create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being. This policy is established as a means to provide information and activities to City employees to encourage health and safety in the work environment.

**Mission Statement:** To promote a positive environment that encourages physical and mental well-being in our employees by preventing illnesses and injuries, improving morale, reducing absenteeism and enhancing productivity and performance.

**Goals:** Support wellness in the workplace by creating a program that meets the needs and interests of the employees of the City of University Place. Establish and maintain an on-site wellness room and Healthy Food Options purchasing program that are available to all employees.

**Scope:** All City of University Place employees including full time, part-time, and seasonal.

**Voluntary Participation:** Employee participation in the programs and activities of the Wellness Committee is voluntary.

### **Wellness Program Committee:**

1. **Membership:** The Wellness Committee is made up of 6 to 8 members representing each department, one of which shall be the Committee's Chairperson. Membership on this Committee is voluntary. Members of each department shall be appointed by the Department Director.

**Departments:** Finance, UPTV & IT, Engineering, Human Resources, Parks & Recreation, Development Services, and Council.

2. **Duties:** The duties of the Committee members are to :
  - A. Provide enthusiastic support of the purpose and goal of the Wellness Committee.
  - B. Act as a liaison between the Wellness Committee and the employees to represent the interests, needs, and opinions of the employees.
  - C. Help plan, implement, and promote Wellness programs.
  - D. Provide peer support and advocacy to boost wellness program participation.
  - E. Prepare an annual budget for program support.
  - F. Share responsibilities to lessen the workload impact on the Chairperson.
  - G. Perform evaluation of ongoing programs and activities.
  - H. Inform another attending member if they can not attend a meeting.
  - I. Assist (as required) other members in the execution of their Wellness events.
  - J. Represent your department and educate them of the various Wellness activities.
  - K. Fully support all agreed upon decisions by the Committee.
  - L. Attend conferences and retreats established by AWC.
  - M. Find new avenues to work with benefit administrators and business organizations, e.g. police and fire to maximize Wellness resources and relationships.

The duties of the Chairperson include:

- A. Set the time and place of meetings.

- B. Communicate with all members of the Committee to coordinate meeting dates and times.
- C. Prepare an agenda in advance of the meeting and distribute copies to other members, along with notice of the meeting.
- D. Manage the agenda and discussion of the meeting.
- E. Apply for, obtain, and manage annual grant funding requirements.
- F. Manage the budget and financial program requirements.
- G. Attend conferences and retreats established by AWC.
- H. Update and manage the Wellness monthly e-mail newsletter.

**3. General Committee requirements:**

- A. All meetings will start and end on time.
- B. All Committee members are equal participants and have equal right and responsibility to voice opinions and ideas and share in the success in this program.
- C. The Wellness Committee shall meet monthly during the regular business hours.
- D. Members of the Wellness Committee will serve an indefinite term.
- E. If a member has more than four (4) unexcused absences, the Committee may vote to remove that member from the Committee.
- F. 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. Each Committee member shall sign a Confidentiality Agreement.

**Program Budget:**

1. Apply for the available AWC grants for Wellness programs.
2. Solicit the City for the budget resources.

**Program Activities:**

1. Behavior change programs such as nutritional information, stress reduction, smoking cessation and weight management.
2. Motivational programs such as interdepartmental and employee group challenges and cash certificates for healthful eating, exercise and stress reduction programs.
3. Information and awareness programs such as flyers, paycheck stuffers, bulletin boards, brown bag lunch sessions, wellness seminars, workshops, and classes.
4. Annual AWC Healthcheck Plus health and fitness testing program.
5. To explore opportunities to develop and institute additional wellness incentives and policies that contributes to the health and well-being of employees and their family members.

**Program Involvement:**

1. The City Manager will provide staff time to the members of the Wellness Committee to conduct its activities.
2. The City Manager will allow employees to have release time for Wellness activities and programs as the normal work demands are appropriately met.
3. Action Groups composed of volunteers from the workforce will be used to help implement specific wellness program activities.