

TOWN OF MULGRAVE HUMAN RESOURCES POLICY MANUAL

SECTION D: HUMAN RESOURCES

D-16 Employee Wellness Policy

Category:	Human Resources
Policy Number:	D-16
Effective Date:	May 4 th , 2009
Approval by Council:	May 4 th , 2009
Supersedes:	N/A
Amended:	N/A

1.0 Purpose

The purpose of this policy is to maintain and improve the lifestyle, fitness, health and safety of all employees through promoting well-being and ensuring employee fitness for work.

This program is a small step in the direction of increased physical activity for Town staff and represents a minimal financial commitment by the Town.

The program is not limited to the items outlined within; this is merely a guide to provide examples of what can be included. There are several ways that an employee can increase or maintain his/her well-being. A wellness program will also differ for individuals based on their own level of wellness. Various options have been explored for the convenience and benefit of employees. This is not a comprehensive list of available activities, but will provide employees with a sample of activities and opportunities to choose from.

The incentive in this program is set at a maximum of \$100.00 per employee, per fiscal year (April 1st to March 31st). That maximum amount includes all programs (not \$100.00 per program, membership, class, etc.)

2.0 Specific Objectives

The objectives of this policy are to:

- Develop, in consultation with employees, workplace specific programs and procedures to address lifestyle, fitness and health and safety issues;
- Monitor fatigue levels, hours of work and implement appropriate management programs;
- Encourage employee wellness and pro-actively manage risk of illness;
- Encourage employees to maintain the life balance between work, family and friends;

- Communicate to all employees methods to access appropriate assistance for any issue that may impact fitness for work;
- Actively promote exercise, healthy eating and a smoke free environment to improve or maintain employee well-being;
- Encourage participation in smoking cessation programs, fitness programs, weight management programs, etc. by making financial assistance available to all employees; and

3.0 Eligibility:

All members of staff who fall under the definition of a full time permanent employee of the Town of Mulgrave as defined in *Policy #4-10 of the Recruitment and Hiring Policy* are eligible for the Employee Wellness Program. If it is unclear as to whether an employee falls under either of these definitions, it shall be determined by the Chief Administrative Officer as to whether the employee is eligible for this program.

4.0 Benefits for the Employee:

A healthy lifestyle impacts every part of the day-to-day work environment. Corporate wellness programs translate into fewer injuries, less human error, and a more harmonious office environment. They also demonstrate that the Town is concerned about employee general health and well being. A wellness program will also help reduce stress. Stress from the workday also affects personal relationships and physical and mental health. Taking advantage of programs offered not only will help employees accomplish more during work hours, it will give them more energy and patience for home and personal life as well.

5.0 Benefits for the Employer:

Statistics show that healthy workplaces increases employee morale, improves the ability to attract and retain key people, while having more alert and productive employees. Other benefits are improved health and general wellness of staff, resulting in a reduction in the number of sick days. In effect, a wellness program will help employees become happier, healthier, and more productive.

6.0 General Provisions

It is widely recognized that a healthy employee is a more content and productive employee, missing fewer days due to illness and stress. Both employees and employers have a responsibility for creating a healthy workplace. Employees are expected to arrive for work in good physical and mental health, and the employer is expected to provide an environment that allows employees to maintain good health and enjoy their work. The incentive offered is a maximum of \$100.00 per eligible staff member per fiscal year. This monetary incentive can be used for a combination of programs or items; however the maximum reimbursement is \$100.00. All original receipts must be presented for reimbursement, and all initiatives are to be approved by the CAO. The Town has outlined the following incentives for the benefit of employees:

6.1 Fitness and Recreation

The Town encourages all staff members to pursue healthy lifestyles, including physical fitness. In order to allow full participation in Town organized and other fitness type programs, eligible staff members are offered the following incentives:

a) Town Recreation Programs and Facilities

Staff Members are eligible for a 50% fee reduction on all active programs provided through the Town of Mulgrave Recreation Department. The rebate for active programs provided by the Town Recreation Department may also be extended to immediate family members of employees. This incentive can be applied to programs and facilities that currently exist as well as programs and facilities that may be created in the future. The incentive is considered separate from the \$100.00 maximum per person, per year, incentive that is offered for other programs.

b) Other Recreation Facilities

The Town shall reimburse staff members for membership fees at fitness/recreation facilities that are not owned or operated by the Town (i.e. Port Hawkesbury YMCA, SAERC Pool). The amount paid by the Town is not to exceed \$100.00 per fiscal year.

c) Walk Break

All employees are granted a maximum of 15 minutes to incorporate a walk break during the work day, in addition to existing breaks. This break can be added to the regular lunch period or taken at another time during the day. The onus is on the employee to make any necessary arrangements with supervisors or colleagues to ensure that the break does not interfere with work load or services provided.

d) General Recreation and Fitness

All employees are encouraged, when possible, to use active modes of transportation (walking/cycling) when traveling to work or work-related function.

6.2 Stress Reduction

Stress reduction is important to overall health and job productivity. It is important to monitor, and to deal with stress levels on a regular basis to prevent cumulative effects. If personal employee health benefits do not cover massage therapy or only cover it to a limited extent, the Town shall reimburse staff members for relaxation massage therapy. The amount paid by the Town not to exceed \$100.00 per fiscal year. Identifying unrelieved stress and being aware of its effect on our lives is not sufficient for reducing its harmful effects. Just as there are many sources of stress, there are many possibilities for its management. Taking advantage of healthy lifestyle options, as offered in this policy, can also assist in reducing stress levels.

6.3 Addiction

The Town is committed to assisting its employees and has specifically outlined the following incentives:

a) Tobacco Use

The Town will reimburse staff members for any recognized and documented smoking cessation program whether it be prescription, over the counter medications, hypnosis or otherwise. The amount paid by the Town not to exceed \$100.00 per fiscal year.

b) Addiction Support Groups

Considering the broad range of possible addictions, it is impossible to identify each and offer a specific incentive for treatment. Addiction support groups are available to address many possible addictions. If it has been determined that a support group would be beneficial to a staff members treatment, the Town will cover travel expenses to the support group, through the regular mileage claim form. The amount paid by the Town is not to exceed \$100.00 per fiscal year.

6.4 Weight Management

The Town shall reimburse staff members for any recognized and documented weight management programs. The amount paid by the Town not to exceed \$100.00 per employee per fiscal year.

6.5 Nutrition

In its efforts to create and maintain a healthy workplace, the Town will make the following efforts towards healthy eating among employees:

- Only offer healthy snack options during meetings, staff gatherings and other work related events;
- Make time and space available for a speaker to present healthy eating options; and
- Provide a copy of Canada's Food Guide to each employee and keep copies for reference.

6.6 Vacation

All staff members are encouraged to take all of their vacation entitlement annually to ensure that they get a break from work.

7.0 Reimbursement:

To apply for reimbursement of wellness related expenses employees must complete the application that has been developed by the Town (*See Appendix A*). Employees may list as many expenses as the space allows for, but only a maximum of \$100.00 per employee will be paid regardless of the total expense. The Chief Administrative Officer ultimately decides what a wellness related expense is and has the option to reject any reimbursement claim that in his or her opinion is not eligible under the program.

Certification for Town of Mulgrave Policy & Procedures Manual:

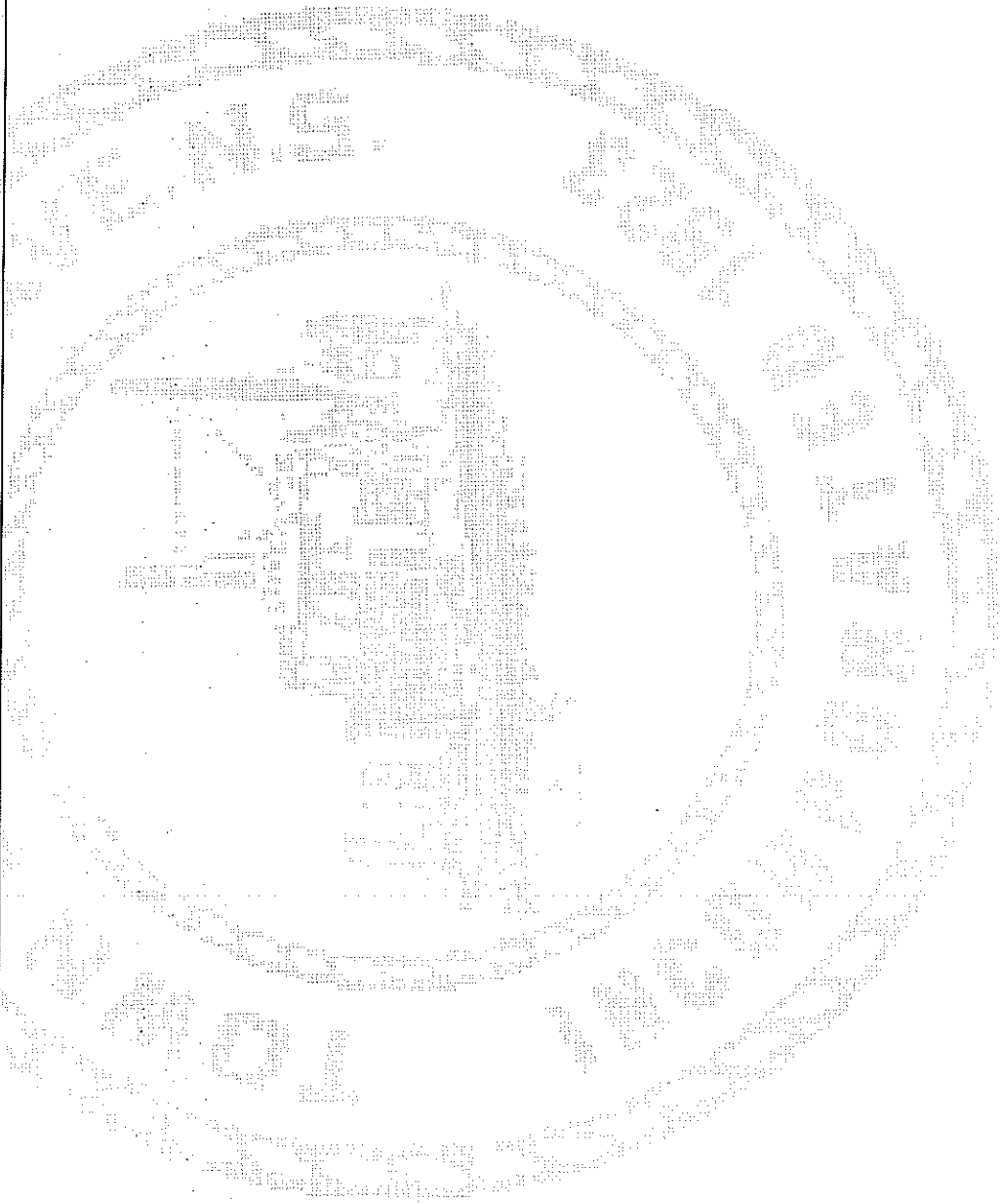
Date of notice to Council Members of Intent to Consider [7 Day minimum]: April 27th, 2009

Date of Passage of Current Policy: May 4th, 2009

I certify that this *Employee Wellness Policy* was adopted by Council as indicated above.

Jeff Atteens
Municipal Clerk

May 4th 2009
Date



Appendix A
Town of Mulgrave
Employee Wellness Reimbursement Claim

Name:

Date:

Department:

Type of Claim: (Please Check Mark all Appropriate Categories that apply)

<input type="checkbox"/>	Outside Recreational Facility
<input type="checkbox"/>	Stress Reduction
<input type="checkbox"/>	Addiction
<input type="checkbox"/>	Weight Management
<input type="checkbox"/>	Nutrition
<input type="checkbox"/>	Other (Please Specify Below)

Details of Claim:

Costs Incurred:

Description	Total

****In any an all circumstances claims are not to exceed \$100 per fiscal year (Apr. 1 - Mar. 31)**

Signature of Employee:

Date:

CAO:

Date: