

RESOLUTION NO. 248

**A RESOLUTION OF THE CITY OF WOODINVILLE,  
WASHINGTON, ESTABLISHING A CITY  
EMPLOYEE WELLNESS PROGRAM AND  
POLICIES.**

**WHEREAS**, the City of Woodinville has established the Wellness Program to create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being; and

**WHEREAS**, the Woodinville Wellness Committee's goal is to support wellness in the workplace by creating a program that meets the needs and interests of the employees of the City of Woodinville; and

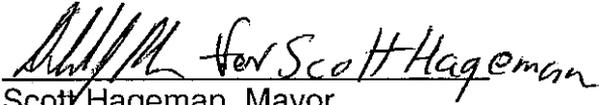
**WHEREAS**, the City Council recognizes that wellness benefits everyone, and that an active workplace wellness program can result in better morale, increased productivity, reduced absenteeism, fewer on the job accidents, and an overall decrease in health benefits costs;

**NOW, THEREFORE,**

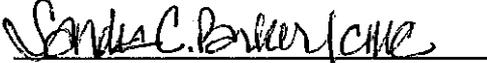
**THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON,  
DOES RESOLVE AS FOLLOWS:**

1. To adopt Policy Number 6.16 shown as Attachment A.

**ADOPTED BY THE CITY COUNCIL AND SIGNED INTO  
AUTHENTICATION OF ITS PASSAGE THIS 7<sup>th</sup> DAY OF APRIL 2003.**

  
Scott Hageman, Mayor

**ATTEST:**

  
Sandra C. Parker,  
City Clerk/CMC

# ADMINISTRATIVE PROCEDURES



## PERSONNEL

**Policy Number:** 6.16

**Policy Title:** Wellness Committee

**Effective Date:** April 7, 2003

**Purpose:** To create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being.

**Goal:** To support wellness in the workplace by creating a program that meets the needs and interests of the employees of the City of Woodinville.

**Scope:** This policy applies to all regular and non-regular City of Woodinville employees.

### Policy:

- I. The Committee will be comprised of 6-8 members. The following departments are strongly encouraged to have at least one member on the committee: Executive, Administrative Services, Public Works, Planning and Community Development, Building, and Parks and Recreation. Membership on the Committee is voluntary.
- II. Members of the Wellness Committee will serve an indefinite term and are encouraged to be enthusiastic and supportive of the purpose and goal of the Committee.
- III. The Wellness Committee will meet at least once a month during regular business hours, and will follow an agenda prepared by the Chairperson of the Committee.
- IV. Duties of the Wellness Committee include:
  - Providing enthusiastic support of the purpose and goal of the Committee.
  - Creating a sense of employee ownership by participating in the planning and promotion of wellness activities.
  - Performing evaluations of ongoing programs and activities.
  - Providing peer support and advocacy to boost wellness program participation.
  - Sharing responsibilities to lessen the workload impact on the Chairperson.
  - Preparing an annual budget for presentation to the City Manager for program support.
- V. Duties of the Chairperson include:
  - Setting the time and place of meetings.
  - Communicating with all members of the Committee to coordinate meeting dates and times.
  - Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
  - Managing the agenda and discussion of the meeting.
- VI. Confidentiality is important in all health education activities. Because the Wellness Committee may offer programs about potentially sensitive issues, the transactions and interactions regarding personal and medical information that take place in the City's wellness programs will be confidential and will be respected as such. Employee participation will strictly be on a voluntary basis and will be respected.

# ADMINISTRATIVE PROCEDURES

## Procedure:

### I. Build a Foundation

- Create a mission statement.
- Assess the City's working environment by considering the possible support systems and challenges.
- Successfully develop and promote the wellness program.
- Set program policies to address participant confidentiality, employee eligibility, and any City policies that govern wellness activities, including employee participation.
- Inform the employees of the wellness program by distributing a letter of introduction stating the City's commitment to employee health and encouragement of employee participation.
- Gain the support of everyone involved, including management, department heads, and employees.

### II. Locate Available Resources

- Inventory internal resources.
- Locate other wellness program coordinators.
- Explore AWC resources.
- Identify external resources that may be able to provide services and products for the program.
- Review human resource data to determine what the City's employees' needs may be.
- Identify topics that work toward the program's mission and meet the needs and interests of employees.
- Involve employees by conducting a needs and interests survey.

### III. Design the Program

- Establish program goals and objectives.
- Develop a means of evaluation to measure the level of satisfaction with the program and assist in the planning of future activities.
- Select program activities that will encourage employees to become involved.
- Establish a program budget.
- Create a program timeline and schedule that includes all wellness program activities and any other events which will conflict with, support or otherwise influence the program.
- Select vendors and materials
- Delegate responsibilities to different members of the committee.

### IV. Promote and Facilitate the Program

- Promote the program and activities to raise employees' awareness of and enthusiasm for the worksite wellness program, to stimulate and maintain high levels of participation, and to keep the program visible.
- Build incentives into the program to not only reward participants, but to encourage and motivate participation.
- Introduce the program by communicating the City's commitment, previewing upcoming activities, and leaving employees eager to participate.
- Facilitate the activities to help ensure a smooth program and satisfied participants.
- Decisions on structure and program details will be approved by the City Manager.

Approved by: \_\_\_\_\_

Date \_\_\_\_\_