

TOWN OF FLORENCEVILLE-BRISTOL

EMPLOYEE WELLNESS POLICY

POLICY NO: 12

| | |
|-----------------------------|--------------------------|
| Category: | Human Resources |
| Policy Number: | 12 |
| Effective Date: | February 14, 2012 |
| Approval by Council: | February 14, 2012 |
| Supersedes: | Not Applicable |
| Amended: | Not Applicable |

1. 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 employee wellness 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 as there are several ways that an employee can increase or maintain his/her well-being, for example, smoking cessation, stress reduction, massage, weight management programs, gym memberships, fitness classes, etc. A wellness program will differ for individuals based on their own level of wellness.

A monetary incentive of \$100.00 per eligible employee per fiscal year is offered (January 1st to December 31st).

2. SPECIFIC OBJECTIVES:

The objectives of this policy are to:

- Encourage employee wellness, pro-actively manage risk of illness and 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; and
- Promote exercise, nutrition and a smoke free environment to improve or maintain employee well-being through participation in smoking cessation programs, fitness programs, weight management programs, etc.

3. ELIGIBILITY:

All staff members who fall under the definition of a full-time permanent and part-time permanent employee of the Town of Florenceville-Bristol are eligible for the Employee Wellness Program. If it is unclear as to whether an employee falls under this definition, eligibility shall be determined by the Chief Administrative Officer.

4. BENEFITS FOR THE EMPLOYEE & EMPLOYER:

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

It is widely recognized that a healthy employee is a more content and productive employee, missing fewer days due to illness and stress. Statistics show that healthy workplaces increases employee morale and improves the ability to attract and retain key people, while having more alert and productive employees. In effect, a wellness program helps employees become happier, healthier, and more productive.

5. GENERAL PROVISIONS:

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.

A monetary incentive of \$100.00 per eligible employee per fiscal year is offered and can be used for a combination of programs or items. Various options have been explored for the convenience and benefit of employees. This is not a comprehensive list of available activities, but it will provide employees with a sample of options to choose from.

5.1. FITNESS AND RECREATION:

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

a) Town Recreation Programs and Facilities

Staff Members are eligible for a “free pass” for municipal-sponsored public swim and public skate programs provided through the Town of Florenceville-Bristol Recreation Department. This “free pass” may also be extended to the immediate family members of eligible employees. The “free pass” is considered separate from the \$100.00 wellness incentive that is offered.

b) 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.

5.2. 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. 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 assist in reducing stress levels. For example, if employee health benefits do not cover massage therapy or coverage is limited, the employee may choose to use their wellness incentive for relaxation massage therapy.

5.3. SMOKING CESSATION:

The Town understands the difficulties one faces when they commit to quit smoking and is determined to assist its employees in this process. If personal employee health benefits do not cover a documented smoking cessation program whether it be prescription, over the counter medications, hypnosis or otherwise the employee may choose to use their wellness incentive for a smoking cessation program.

5.4. ADDICTION SUPPORT GROUPS:

Considering the broad range of possible addictions, it is impossible to identify each, but 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 member's treatment, the employee may use their personal health benefits, if applicable, and as well they may choose to use their wellness incentive.

5.5. WEIGHT MANAGEMENT:

Staff members may choose to use their yearly employee wellness incentive towards a recognized and documented weight management program, gym membership, fitness class, etc.

5.6. NUTRITION:

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

- 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 if this is the wish of employees; and
- Provide a copy of Canada's Food Guide to each employee and keep copies for reference.

5.7. VACATION:

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

Certification for Town of Florenceville-Bristol Policy Manual:

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

Mayor

Date of Council Resolution

Clerk

Date Policy in Effect

**Town of Florenceville-Bristol
Employee Wellness Reimbursement Claim Form**

Name: _____

Date: _____

Department: _____

Type of Claim: (Please check all 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 |
|-------------|-------|
| | |
| | |
| | |
| | |

**Claims are not to exceed \$100.00 per fiscal year. (Jan. 1 – Dec. 31)

Employee Signature: _____

Date: _____

Authorized by: _____

Date: _____