



# Corporate Policy Manual

Sub Topic:	Wellness	Policy No.	HR.8-07
Topic:	General	Employees Covered:	Regular Full Time, Regular Part Time and Long Term Full Time Contract Employees
Section:	Human Resources	Council Adoption Date:	June 18, 2012
Effective Date:	June 18, 2012	Revision No:	Date:

## Policy Statement & Strategic Plan Linkages

As part of the Town's commitment to living well, the wellness policy supports and promotes employee well being, encourages healthy lifestyle choices and champions a positive work environment including work life balance.

## Purpose

To support health-related programs that will assist employees in maintaining their physical, mental, and emotional well-being which contributes to a lower absenteeism rate, higher productivity and a reduction in benefit costs.

## Definitions

### Wellness:

Wellness is being aware of and actively working toward better physical, mental and emotional health.

## Principals

This policy is designed to:

1. Support a Wellness Committee that will identify goals and implement strategies to encourage healthy behaviours in the workplace, advocate for policy change, create a healthy work environment and explore opportunities to support wellness in a fiscally sustainable manner. The Wellness Committee is sponsored by the Human Resources Department and is comprised of employees who represent a cross-section of the employee population.

2. Look for resources and opportunities to increase employee levels of physical activity in the work place.
3. Support the development of conflict resolution skills and encourage a positive work environment.
4. Promote physical health and wellness by encouraging eligible employees to register for recreation programs by providing discounted rate opportunities.
5. Provide the opportunity allowing for eligible employees to apply to be an employee auditor within a Recreation and Culture program, as outlined in the Wellness Guidelines.
6. Provide support for employees to maintain a work life balance through effective policies and programs
7. Communicate and promote other resources such as health & safety programs, public health programs, public awareness campaigns and training, learning and development opportunities.
8. Provide employees with a healthy location to work in that is conducive to a positive and well managed environment. This includes, but is not limited to building temperature, ventilation and lighting, ergonomics, smoke free areas, etc.
9. Encourage employees to use their vacation time each calendar year to promote work life balance.
10. Support employees to take time for appropriate breaks.
11. Undertake proactive approaches to minimizing exposure to illness.
12. Make attempts to have healthy snacks/foods available at catered events and in vending machines and to also consider food allergies and food restrictions.
13. Undertake supportive efforts that provide for safe food preparation and storage.
14. Post wellness related information in conspicuous places for all employees to view.

### **Responsibility of Employees:**

Employees are encouraged to:

- Make lifestyle decisions to support their ability to be at work on a regular basis;
- Effectively utilize benefits available such as the Employee Assistance Program and group benefits to support individual wellness;
- Utilize vacation time to ensure a break from work thereby supporting work life balance as well as employee wellness;
- Seek knowledge opportunities to enhance awareness and understanding of living well and healthy lifestyle options;
- Utilize alternative work arrangements as appropriate;

- Take appropriate task breaks throughout the work day (such as standing, sitting, getting out of the sun);
- Make healthy nutritional choices and consider potential food limitations of attendees when arranging catering; and
- Create and contribute to a positive working environment.

**Responsibility of Employer:**

Wellness Committee is responsible to:

- Provide information and educational materials to employees on wellness initiatives;
- Develop and implement wellness initiatives to address the needs of Town staff;
- Encourage and actively seek input from employees;
- Review and promote screening and preventative measures for health related issues;
- Develop and maintain a page on the Intranet with links to wellness resources for employees; and
- Look for opportunities to support wellness in a fiscally sustainable manner.

Supervisors/Managers/Directors/Commissioners/Department Heads are responsible to:

- Keep employees up-to-date on wellness workplace activities and programs;
- Support and encourage employee involvement in the Wellness Program;
- Contribute ideas, opinions and expertise to the work of the Wellness Committee;
- Participate as appropriate in the programs, activities and resources provided through the Wellness Program;
- Provide healthy food options for meetings, training and other events as appropriate;
- Encourage opportunities to balance work life with family life, social opportunities outside work and physical well-being;
- Ensure employees schedule vacation time to ensure a break from work thereby supporting work life balance as well as employee wellness;
- Support effective Return to Work programs;
- Create and contribute to a positive working environment; and
- Support and encourage the use of alternative work arrangements as appropriate to the work environment.

Human Resources is responsible to:

- Provide strategic direction to the Wellness Committee as the corporate sponsor of the wellness program;
- Evaluate the ongoing effectiveness of the wellness program;
- Maintain statistics on the utilization of the program, including costs, participation rates, return on investment;
- Review group benefit utilization rates and Town health and safety statistics;
- Provide wellness service provider with information/statistics for wellness analysis;
- Review and recommend on corporate policies that impact employee health to ensure that they support wellness;
- Maintain the Wellness Budget and coordinate payments of the appropriate fees as outlined in the contract with the wellness service provider.

### **Cross References**

Overtime Policy HR.2-02

Compressed Work Schedules, Teleworking, Flex Hours Policy HR.2-07

Vacation Policy HR.3-01

Benefits Policy HR.6-01

Return to Work Policy HR.8-06

Tuition Assistance Policy HR.10-01

Personal Leave Policy HR.11-02

Emergency Leave Policy HR.11-07

Health & Safety Policies and Procedures

Wellness Guidelines