



## WELLNESS PROGRAM

<b>POLICY NUMBER: 15-</b>	<b>EFFECTIVE DATE: 1-1-19</b>
<b>REVISION DATE:</b>	<b>REVISION NUMBER:</b>
<b>CITY MANAGER APPROVAL:</b>	<b>DATE:</b>

### POLICY

The City of Newport recognizes that their employees are critical to the quality and efficiency of local government services. The health of its employees directly affects their ability to perform their job duties and provide services to its citizens within the community. It also has a direct effect on the costs to the city. The city recognizes the benefits of contributing in a positive way to the health and wellness of its employees and support a culture of health and wellness.

The goal is to promote the health and wellness of employees through education, activities, and programs that support employees making healthy choices with their work and home lives, encourage positive habits of wellness that inspire, and empower individuals to take responsibility for their own health. By offering employees the means and the educational tools to take control of their wellness, the city will help promote a healthier, more productive work environment.

The wellness program will focus on overall wellness including, but not limited to, mental, financial, social, physical, and emotional wellness.

The Wellness Program is budgeted and administered through the City Manager's Office. City Manager staff assists with the planning, oversight, management, promotion, and execution of wellness programs and activities to include the following:

- Advocating for the establishment of programs and activities to promote employee health and wellness.
- Assessing wellness program and activity options.
- Implementing various types of wellness programs and activities.
- Communicating to employees about the city's wellness opportunities throughout the year to encourage and increase participation in those programs and activities.
- Evaluating the effectiveness of wellness programs and activities.
- Monitoring changes in the law relative to wellness programs and activities.
- Making recommendations and implementing improvements in wellness programs and activities.

Wellness programs and activities will be communicated and promoted to employees throughout the year through e-mails, flyers, posters, social media, and department meetings.

The City of Newport management supports a culture of wellness, attends wellness events, and provides the following:

- 1) Benefit eligible employees (working 30 or more hours per week) and their covered dependents have access to health benefits offered through the city's insurance carrier, City County Insurance Services (CIS). Wellness programs offered through the Employee Assistance Program (EAP) are also accessible to benefit eligible employees and their covered dependents. Such programs include; Tobacco Cessation, Healthy Eating, and Health and Wellness Coaching. Human Resources attends CIS Open Enrollment Benefits meetings annually to stay current on benefit and wellness program offerings.
- 2) All employees (part-time and full-time) and dependents living in the same household are provided with a free membership to the recreation and aquatic facilities.

Employees should consult their doctors, trainers, and/or nutritionists before starting any diet, exercise, or weight-reduction program.

Employee participation in city programs and activities is voluntary.

Confidentiality is critical in all health education activities. Any potentially sensitive or health-related information regarding personal and/or medical related information is confidential and will be treated as such.