



## **City of Edmonds Workplace Wellness Policy**

### **Purpose:**

This policy is created to reflect the City of Edmonds commitment to a safe, positive and healthy workplace. The City encourages, supports and offers health-related programs that will assist employees in achieving ownership for their physical, mental and emotional well-being, resulting in improving the overall health and well-being for all employees of the City of Edmonds, their families and our community. Development of a partnership between the City of Edmonds and its employees will improve the health and well-being of all staff. A healthy workplace leads to improved satisfaction and morale, which contribute to a more effective organization.

### **Scope**

All City employees and family members who are eligible for City benefits may voluntarily participate in the employee wellness program.

### **Workplace Wellness Program Mandate**

The City of Edmonds recognizes that the ability of an organization to achieve its objectives is dependent upon the well-being of all employees and their families.

The City of Edmonds acknowledges that the key elements of a healthy workplace include the physical environment, health practices, social environment and personal resources. It is also recognized that these broad-based factors are interdependent and must be considered as parts of a holistic approach to a healthy workplace and employee well-being.

The City of Edmonds strives to provide a healthy workplace by:

1. Providing funding and support (which includes paid time for Wellness events quarterly) for a healthy workplace to the Human Resources Department, Accident Prevention Program and the Wellness Program;
2. Providing a healthy and safe physical work environment;
3. Facilitating employees' own efforts to make improvements in their health practices;
4. Providing a social environment supportive of employee well-being;
5. Helping to develop the personal resources (knowledge, skill and ability) of employees to help them cope and deal with the social and work aspects of their lives;
6. Reducing or eliminating unnecessary stress caused by the work environment;
7. Enhancing employees' sense of influence over their work and their lives.

## **Objectives:**

1. Improve understanding of workplace issues that impact the health and well-being of City of Edmonds staff;
2. Provide a work environment that will support employee health and well-being;
3. Build the knowledge, skill and ability of staff to take control over their well-being by helping individuals become actively involved in improving their personal health.

## **Roles and Responsibilities**

**Workplace Wellness Committee:** The Wellness Committee consists of a group of employees who are interested in and committed to offering opportunities for improvement or maintenance of health and well-being of the City of Edmonds employees and their families. Members include one representative from each City Department.

### **Wellness Committee:**

1. Assess employee and actively seek input regarding wellness needs from employees, managers and executives.
2. Develop and implement wellness initiatives and activities to address the needs of our staff and their families.
3. Provide information about health and wellness that employees can use to decide on participation in health promotion programming;
4. Familiarize employees with the idea that there are several inter-connected avenues to achieve health and wellness and that the City of Edmonds will undertake activities in many of these areas to promote well-being.

### **Management Responsibilities:**

1. Support the Wellness Committee budget and provide departmental representation and time for participation on the Wellness Committee.
2. Keep employees up-to-date on workplace wellness activities and programs, through regular communication at staff meetings or other methods.
3. Actively support and encourage employee involvement in the Wellness Programs (i.e. create a healthy work environment, support wellness committee members, etc.) as a component of employee involvement in professional development.
4. Contribute ideas, opinions, and expertise to the work of the Wellness Committee.
5. Participate in the programs, activities and resources provided through the Wellness Program and provide healthy food options for meetings, training and other staff events.

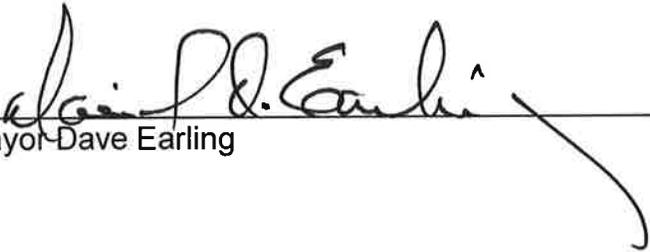
### **Human Resources Responsibilities:**

1. Administer the wellness budget, workplace wellness programs and wellness committee
2. Review and revise human resources policies that impact employee health to ensure that they support and are consistent with the City of Edmonds Workplace Wellness Policy.
3. Provide staff support for Wellness Committee.
4. Communicate Wellness information.

## COMMUNICATION, TRAINING AND IMPLEMENTATION

A healthy workplace requires citywide participation. Employee participation can include developing, implementing and reviewing policies, involvement in planning health promotion programs at work, identifying problems, devising solutions and then implementing and evaluating these solutions. Employees are encouraged to participate in any or all programs that are made available to them.

On a yearly basis, City of Edmonds employees will be surveyed to determine which wellness initiatives are important to them. These results will be compiled and analyzed by the wellness committee to develop a work plan and programming for the coming year. Workplace wellness committee initiatives will take place during work hours, over lunch breaks and after work hours to provide flexibility for all employees. Details regarding wellness events will be communicated through email and flyers.

  
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Mayor Dave Earling

3.1.17  
Date