



**MUNICIPALITY OF THE COUNTY OF RICHMOND
WORKPLACE WELLNESS POLICY**

Policy Review Notification: January 27, 2020

Policy Review Date: January 20, 2020

Approved by Council: February 24, 2020

I certify this to be a true copy of the Workplace Wellness Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held

**Yvonne Boudreau
Municipal Clerk**

PURPOSE

The purpose of this policy is to encourage, support and offer health related programs that will assist employees and elected officials in achieving ownership for their physical, mental and emotional wellbeing, resulting in improving the overall health and wellbeing for all employees. A healthy workplace leads to improved satisfaction and morale, which contributes to a more effective workplace.

POLICY

Wellness programs are an investment in the Municipality's most valuable asset, the employees. Studies have shown that employees are more likely to be present and performing well when they are in optimal physical and psychological health. Employees are also more likely to be attracted to, remain with, and value an employer that appreciates them.

Municipal wellness programs improve company productivity by:

- Attracting superior quality employees;
- Reducing absenteeism and time lost;
- Enhancing on-the-job performance and decision making; and
- Improving employee morale, resulting in lower turnover.

In addition to enhanced productivity, Municipal wellness programs have been shown to be effective tools in slowing the growth of health care costs. Selecting healthier alternatives may

reduce an employee's chances of suffering from illness. Less illness means employers may reduce medical plan utilization, thereby reducing medical benefit costs, and in turn increasing productivity. While medical cost savings from Municipal wellness programs may be less evident than productivity gains, research shows that medically high-risk workers are medically high-cost workers as they use more medical care and generate higher claims costs.

This policy outlines the Municipality's approach to ensuring potential opportunities and initiatives for employees to practice healthy lifestyles.

POLICY OBJECTIVES

The objectives of this program are to:

1. Improve understanding of workplace issues that impact the health and wellbeing of municipal employees;
2. Provide a work environment that will support employee health and wellbeing;
3. Build the knowledge, skills and ability of employees to take control over their wellbeing by helping individuals become actively involved in improving their personal health.

POLICY GUIDELINES

1. The policy applies to all municipal employees.
2. The Municipality of the County of Richmond commits to take a proactive approach to promoting physical activity and show leadership in the community by implementing a Wellness Program Policy to encourage its employees to be more physically active.
3. To facilitate this policy the municipality will:
 - i. provide a healthy and safe physical work environment;
 - ii. administer program funds annually and provide support for a healthy workplace to wellness team;
 - iii. improve employee access to healthy snack options in the work place by providing healthy food options during events, meetings, etc;
 - iv. commit to the Employee Assistance Program (EAP) which provides confidential help for a wide range of concerns at no cost or minimal costs to the employee.

4. To facilitate this policy, the Workplace Wellness Committee, which represents staff, will be responsible to:

- i. meet regularly to discuss and promote workplace wellness initiatives;
- ii. continually evaluate the success of the program;
- iii. bring forward amendments as required;
- iv. review any concerns and inquires by staff;
- v. provide annual progress updates to Council.

SENIOR LEADERSHIP TEAM RESPONSIBILITIES

- i. Keep employees up to date on healthy workplace activities and programs;
- ii. Support and encourage employee involvement in the wellness program as a component of employee involvement in professional development;
- iii. Contribute ideas, opinions and participate in the program, activities, and resources provided through the wellness program and provide healthy food options for meetings, training and other events associated with the municipality.

WELLNESS SUBSIDY FUNDING PROGRAM

Employees will be able to purchase eligible wellness products/services (approved by Wellness Committee) with a repayment plan through payroll deduction. The maximum amount available for an individual employee is \$2,000. The repayment plan will not exceed 36 months. In the event the employee ceases to be employed by the Municipality, all monies owed under this program need to be paid immediately.

Workplace Wellness Policy Amendments		
Notice Given:		January 27, 2020
Motion to Adopt:		February 24, 2020
Version Number	Amendment Description	Council Approval Date
1	Adoption	February 24, 2020