

City of Los Alamitos Administrative Regulation

Regulation: **4.12**
Title: **Employee Wellness Program Policy**
Authority: **City Manager**
Date: **4/19/2023**
Revised:

DocuSigned by:
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1. Purpose: To support employees' general health and wellbeing by providing educational information and encouraging participants to join in fitness activities. Our goal is to help:

- Improve productivity
- Improve the sense of being a team
- Improve morale and attitude
- Decrease absenteeism
- Reduce turnover rate
- Decrease injuries

2. Policy: In order to promote the efficiency and effectiveness of the City's service to the community and increase healthcare savings by reducing healthcare use, it is the policy of the City to promote a healthy lifestyle for all of its employees. The Wellness Committee is created and shall recommend the expenditure of budgeted funds on information, motivational and behavior change programs. With appropriate approval, based on committee recommendations, awards may be made to employees who have achieved health and wellness goals. Such awards, paid for with budgeted, and/or donated, funds, shall be de minimus in value. For the purpose of this policy de minimus value shall be items with a value of \$50.00 or less.

3. Procedure:

A. The following types of programs may be offered by the Wellness Committee:

- Informational Programs: Raise awareness of healthy lifestyle choices related to such issues as nutrition, weight control, smoking cessation, the benefits of regular exercise, etc.
- Motivational Programs: Provide an assessment to the employee as to the long-term effects of present habits in order to support changes in daily and long-term healthful life style choices.

- Behavior Change Programs: Encourage employees to adopt healthy lifestyles through such activities as weight management classes, smoking cessation classes, nutrition classes, fitness/exercise programs, stress management seminars, back injury prevention classes, ergonomic classes and other informational classes/seminars based on City or department need.
- B. Wellness Committee Representation and Wellness Committee Staff Support: Except as provided in Section C, the Wellness Committee is voluntary or appointed committee comprised of representatives from various City departments. It is the intent of the City to encourage cross section of membership from the various departments, labor and management. Department Directors responsible for the employees serving on the committee are responsible for ensuring that committee members are available to attend meetings during work hours.
- C. Expenditures: The Administrative Services Manager, or their designee, shall be responsible for expenditure oversight and approvals.
- D. Program Features: Adopted program features, which may be amended or changed from time to time, shall be attached to this policy for reference.
- E. Employee Participation: Participation in the Wellness Program such as health screenings, and healthy lifestyle trainings are encouraged, however voluntary.