



TOWN PROCEDURE

PROCEDURE NUMBER: 1401-01

REFERENCE:

N/A

ADOPTED BY:

CAO

1 January 2009

PREPARED BY: Corporate Services

DATE: 1 January 2009

TITLE: Employee Wellness Program Procedure

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There are many benefits of leading an active and healthy lifestyle:

- reduced risk of cardiovascular disease
- reduced number of musculoskeletal injuries
- less stress-related illness
- improved productivity and morale
- improved job satisfaction and team spirit
- reduced workers' compensation costs
- reduced claims against group benefit plans

The Town Management wants to encourage all employees to consider how the *Employee Wellness Program* may benefit you. We urge you to take advantage of this opportunity to improve your health and lifestyle choices if you have not already done so.

The best way to avoid a problem is prevention. This is what an *Employee Wellness Program* is all about. By encouraging employees to live a healthy lifestyle, perhaps we can help our employees avoid major health problems in the future.

Stress, tobacco use, unhealthy eating habits and reduced activity all contribute to poor health in employees. This can result in low productivity, increased use of sick days, prolonged health problems, and ultimately short or long-term disability claims.

Program Parameters

This program will be available to full-time Town of Strathmore employees and Council members. In order to be eligible, full-time employees must have completed their probationary period. The *Employee Wellness Program* was initiated to get the Town of Strathmore going in the right direction to promote our employees to lead more healthy lifestyles. The gym membership/equipment subsidy is great for some employees. However, others may be interested in other pursuits; such as smoking cessation, weight loss or improving their eating habits. The program includes some simple components which employees can take advantage of to positively impact their lives. *As this is a taxable benefit, all expenses must be submitted on the attached form to the Payroll Department prior to the final pay period for that fiscal year.*

Employees will be required to obtain approval from their direct supervisor for any element of the program. The contribution will not exceed \$200.00 per employee per fiscal year, which is well worth the benefits to be realized for both the employee and the Town of Strathmore.

The *Employee Wellness Program* includes five relatively simple elements. The elements cover the major culprits, which can lead to employee illness – lack of exercise, excessive weight or poor eating habits, tobacco use, and stress.

1. **Gym Membership &/or equipment** – The Town of Strathmore will reimburse an employee for their gym membership or purchase of equipment up to a maximum of \$200.00 per year.
2. **Cessation of Tobacco Use** – The Town of Strathmore will reimburse an employee of the cost of any over-the-counter medication or program for cessation of tobacco use up to a maximum of \$200.00 per year.
3. **Stress Reduction** – The Town of Strathmore will reimburse an employee for the cost of any course, seminar or program promoting stress reduction up to a maximum of \$200.00 per year.
4. **Weight Loss and Improved Eating Habits** – The Town of Strathmore will reimburse an employee for the cost of any course, seminar or program promoting weight loss or improved eating habits up to a maximum of \$200.00 per year. This may include a weight loss program membership, registration fee to a seminar on healthy eating or therapy session with a nutritionist.

5. **Use of Town Facilities** – All employees may participate in activities at the Aquatic Centre that are not limited to a class size (public swim, family swim, lane swim, aquasize, or deep water running) and public skating at the Family Centre *free of charge*. This benefit is only for employees and not their spouses or children. Employees must present their Town of Strathmore business card or Town of Strathmore I.D. card for entry.

Town of Strathmore
Employee Wellness Program

Name: _____

<u>Date</u>	<u>Purchase From</u>	<u>Details</u>	<u>Amount</u>

I certify that this claim is correct, and complies with the procedure of the Town of Strathmore and that all expenses were actually incurred on or for Town of Strathmore business.

Signature

Date

Approved By

Date

2-12-01-771-00

Expense Code

- Expenses must be claimed prior to the final pay period for the fiscal year.
- When complete, please submit to the Payroll Department for processing.
- Please refer to Procedure #1401-01 for full details.

Approvals:

- Mayor to approve expenses for other members of Council and the CAO.
- Deputy Mayor to approve expenses for the Mayor.
- CAO or Deputy CAO to approve expenses for the Directors.
- Directors to approve expenses for any staff under their supervision.

