

WORKPLACE HEALTH & WELLNESS	
Effective Date November 20, 2017	Approved by Council
Revision Date: June 17, 2024	

1 PURPOSE

- 1.1 The incidence of chronic disease is rising and is exacting a growing toll on municipal organizations. Health conditions such as diabetes, heart disease, cancer and mental health continue to increase significantly, decreasing productivity and causing benefits costs to rise. The good news is that many of these conditions can be prevented, and workplace organizations can have a tremendous amount of influence over the health of employees.
- 1.2 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.

2 POLICY OBJECTIVES

- 2.1 The objectives of this program are to:
 - a. Improve understanding of workplace issues that impact the health and wellbeing of municipal employees.
 - b. Provide a work environment that will support employee health and wellbeing.
 - c. 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.

3 POLICY GUIDELINES

1. The policy applies to all full-time municipal employees
2. The municipality recognizes that the ability of the municipality to achieve its objectives is dependent upon the well-being of all employees.
3. The municipality acknowledges that the key element of a healthy workplace includes the physical environment, health practices, social environment and personal resources. It is also recognized that these broadbased factors are interdependent and must be considered as parts of a holistic approach to a healthy workplace and employee wellbeing.
4. To facilitate this policy the municipality will:
 - a. Provide a healthy and safe physical work environment

- b. Administer program funds and provide support for a healthy workplace to the workplace wellness team;
 - c. Facilitate an employee's efforts to make improvements in their health practices;
 - d. Organize wellness education sessions relating to mental, physical and emotional wellness;
 - e. Improve employee access to healthy snack options in the workplace by providing healthy food options during events, meetings, etc.
 - f. Provide access 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;
 - g. Encourage friendly fitness and wellness competitions; and
 - h. Develop resources for employees to help them cope with the social and professional aspects of their lives.
5. Pending availability through the Town's annual budget approval process, full-time municipal employees are eligible to receive an annual, non-cumulative financial incentive towards a membership or program that is intended to improve the employee's wellness, up to \$250. Eligible expenses/programs will be developed and administered by the Chief Administrative Officer and shall be applied equitably to all employees.
- a. Expenses must be pre-approved by the CAO and a detailed receipt is required for reimbursement.
 - b. Participation in the program is voluntary.
 - c. Such programs may include but are not limited to:
 - Fitness center membership;
 - Structured exercise classes;
 - Healthy eating programs
 - Tobacco cessation programs
 - Team or individual sport registration
 - Home exercise equipment
 - Sport equipment that is required for a physical activity (skis, helmet, sneakers, fitness tracking device) and
 - Any other expenses that are not listed will be taken to the CAO for review.

4 ROLES AND RESPONSIBILITIES

4.2 Management Responsibilities:

- a. Keep employees up to date on healthy workplace activities and programs.
- b. Support and encourage employee involvement in the wellness program as a component of employee involvement in professional development.
- c. Offer training to employees who want to become involved in the program for development reasons.
- d. Contribute ideas, opinions and expertise to the work of the wellness committee.



- e. 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.
- f. Administer the workplace wellness budget.
- g. Review and revise human resource policies that impact employees' health to ensure that they support and are consistent with the municipalities wellness policy

5 COMMUNICATION, TRAINING AND IMPLEMENTATION

- 5.1 A healthy workplace policy requires department wide participation. Employee participation can include developing, implementing and reviewing health actions and policies, involvement in planning lifestyle 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.
- 5.2 On a yearly basis, the municipal employees will be surveyed to determine which wellness initiatives are important to them. These results will be compiled and analyzed by the CAO to develop sessions and initiatives for the coming year. Any workplace wellness initiatives will be communicated through email.

6 EVALUATION

- 6.1 The workplace wellness policy will be evaluated using data and trends indicating outcomes. A program review will be conducted on an annual basis to determine if employee workplace wellness needs are being met.

I, ASHLEY CROCKER, Chief Administrative Officer of the Town of Middleton, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 17th day of June 2024.


Chief Administrative Officer

Policy Adoption	
Date of 7-day notification to Council	June 10, 2024
Date of Approval	June 17, 2024

