I. City of Union Gap’s Wellness Policy and Program: The City of Union Gap Employee Wellness Program was established by Resolution No. 294 on May 14, 1990. The City recognizes the importance of promoting health, well-being, healthy eating, and exercise among its employees. It is the City's Policy to encourage health, well-being and exercise through a Wellness Program designed to help ensure a healthy work environment for all City of Union Gap employees.

II. Wellness Program Mission Statement: The City strives to provide opportunities that will encourage the development of lifestyles that maintain and enhance the state of overall well-being, for a longer, healthier, and more productive life for the employees of the City of Union Gap and their families.

A. The City of Union Gap acknowledges the importance of a successful Wellness Program in promoting fitness and health. The following are benefits that can be directly realized from a Wellness Program:

1. Reduction in Sick Leave
2. Reduction in Absenteeism
3. Reduction in Injury
4. Reduction in Health Care Costs
5. Improvement in Work Place Morale
6. Improvement in Productivity

III. City of Union Gap’s Wellness Program Administration: The Mayor and Council generously support the Wellness Program and desire to achieve and maintain a working environment that promotes health. The Wellness Program is budgeted through the Current Expense Fund in the Executive Department. The Wellness Program Coordinator is the City's Executive Assistant.

IV. City of Union Gap Wellness Program Applies To: The City of Union Gap’s Wellness program is for all City employees and their immediate families, as well as the City’s Mayor, Councilmembers, volunteers, seasonal employees, and temporary employees. Some wellness activities and incentives provided by the Association of Washington Cities Employee Benefit Trust (AWCEBT) may only be available to employees and spouses with AWC EBT medical insurance.

V. Participation in the Wellness Program: Participation in the Wellness Program is encouraged; it allows for an employee to participate in City Wellness Programs both on and off work hours. However, participation is on a voluntary basis.
VI. Wellness Program Committee Initiatives:

A. Strive to build team support to achieve health and to promote health education and awareness through information and screening;

B. Encourage lifestyle changes that can reduce health risks.

C. Promote healthy eating. Encourage healthy food choices and beverage choices for employees by providing information on good nutrition for better health. When food is provided at Wellness meetings and events bring healthy food choices and beverage choices. Promote healthy eating choices and beverage choices through AWC campaign games and Wellness Program activities.

D. Provide On-site Fitness Facility and/or off-site Fitness Club Membership: Encourage Mayor/Council City of Union Gap Employees, Firefighter volunteers, Reserve officers through promotion use of City's on-site exercise facility during breaks, lunches, before work or after work. Encourage Mayor, Council members, employees and their immediate families to join the Yakima Athletic Club and YAC Fitness that the City has corporate membership with.

These are the ideals of a Wellness Committee that focuses on achieving an effective employees’ Wellness Program.

VII. Staffing of Wellness Committee: The Wellness Committee is comprised of seven (7) members.

The Wellness Committee members are comprised from the following City of Union Gap departments:

1. City Elected Official 1 member
2. Finance Dept. 1 member
3. Executive Dept. 1 member
4. City Hall 1 member
5. Public Works Dept. 1 member
6. Fire Dept. 1 member
7. Police Dept. 1 member

VIII. Rotating Staff on Wellness Committee: The Public Works member, Police Department member, Fire Department member and City Hall member are subject to rotation as set forth below. The City Elected Official, Executive Dept. (Wellness Coordinator), and Finance Dept. (City Treasurer) are exempt from rotation. Members shall rotate every four years. The initial rotation shall be structured as follows so that everyone does not leave at once:

A. Public Works - rotate January 1, 2011
B. Police Dept. - rotate January 1, 2012
C. Fire Dept. - rotate January 1, 2013
D. City Hall – rotate January 1, 2014

Once a member’s four year term is up, another employee or employees from that department shall submit a letter of interest to his or her department head asking to serve on the committee. The department director shall then appoint and authorize the person who shall serve on the committee.

IX. Wellness Committee Operation:

A. Committee members will meet at least 1 to 2 hours per month to attend meetings and organize wellness programs.

B. All meetings will begin promptly.

C. All committee members are equal participants, have equal rights and are expected to voice their opinions and ideas and to share in the success of the City’s Wellness Program.

X. Expectations for Wellness Committee Members:

Wellness Committee members are expected to accomplish the following:

A. Attend Wellness Committee meetings once a month, every 4th Thursday of the month at 9:00 a.m., unless there is a conflict and agreed by the committee to reschedule to another date in that month.

B. Participate in organizing and promoting at least 3 to 4 wellness events each year.

C. Promote health and wellness within your department.

D. Discuss freely your ideas of educating employees on health.

E. Discuss ideas for successful wellness events.

F. Wellness Committee decisions need full support by members.

G. Work in conjunction with Mayor, City Council, and the Association of Washington Cities in bringing awareness of the benefits of healthy living to the City’s employees and their families.

XI. Expectations of the Wellness Committee:

A. Prepare an agenda for each monthly meeting and follow the items of discussion on the agenda.

B. Prepare minutes of the monthly meetings.

C. Manage the Wellness Program budget.
D. Attend AWC conferences related to Wellness as authorized by the Mayor.

E. Research information and discuss ideas on health and well-being that will be beneficial to the employees.

F. Research avenues to apply for grants that will help benefit the City’s Wellness Program.

CITY OF UNION GAP, WA

Approved by: ____________________________ Date: ______________
Mayor Jim Lemon
AN ORDINANCE acknowledging the City of Union Gap’s Wellness Policy and adopting an official Wellness Policies & Program.

WHEREAS, the City of Union Gap established in 1990 by Resolution No. 294 a wellness program;

WHEREAS, the City recognizes the importance of promoting health, well-being, healthy eating, and exercise among its employees;

WHEREAS, it is the City's Policy to encourage health, well-being and exercise through a Wellness Program designed to help ensure a healthy work environment for all City of Union Gap employees;

WHEREAS, the City Council desires to implement a Wellness Program that strives to provide opportunities that will encourage the development of lifestyles which maintain and enhance the state of overall well-being, for a longer, healthier, and more productive life for the employees of the City of Union Gap and their families;

WHEREAS, the City Council acknowledges the importance of a successful Wellness Program in promoting fitness and health and acknowledges that the following are benefits that can be directly realized from a Wellness Program:

1. Reduction in Sick Leave
2. Reduction in Absenteeism
3. Reduction in Injury
4. Reduction in Health Care Costs
5. Improvement in Work Place Morale
6. Improvement in Productivity.

WHEREAS, it is the desire of the City Council to, once again announce its Wellness Policy, and to adopt an Official Wellness Policies & Program for the City of Union Gap;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DO ORDAIN as follows:

Section 1. Wellness Policy. It is the City’s Policy to encourage health, well-being and exercise of its employees through a Wellness Program designed to help ensure a healthy work environment for all City of Union Gap employees.

Section 2. Wellness Program Adopted. The attached Wellness Policies & Program is hereby adopted as the City’s official Wellness Program.
Section 3. Effective Date. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ORDAINED this 13th day of December 2010.

________________________________________
Jim Lemon, Mayor

ATTEST: APPROVED AS TO FORM:

________________________________________
Kathryn Thompson, CMC, City Clerk

________________________________________
Robert F. Noe, City Attorney