

Chapter Two

Developing Policies & Procedures

“ Knowing is not enough; we must apply.

Willing is not enough; we must do.”

— Goethe



Chapter Two

Developing Policies & Procedures

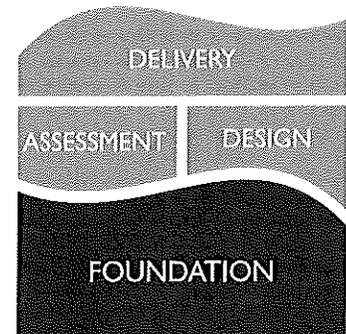
The development, adoption, implementation and communication of supportive policies and procedures are instrumental in the development of a comprehensive, results-driven, wellness program.

The foundation of the wellness program resides in the strength of the policies that are established to manage and guide the program. Program policies head-off problems before they occur. Minimally, policies should address operating processes and procedures, coordinator and committee responsibilities, program components, employee eligibility, participant confidentiality, funding and evaluation. Policies should be approved by top management before they are placed into action.

Develop policies & procedures

At a minimum, the city leadership must address the following items. Be sure to include the wellness coordinator, wellness committee chair, human resources director, department directors and elected officials in making these decisions.

- Proposal and adoption of a resolution or ordinance in support of the wellness program
- Proposal and acceptance of an annual wellness program budget/resources – Select a department, group or entity to be responsible for funding the program. Identify a person or group to manage the budget.
- Developing and instituting the wellness program mission/vision and or logo
- Managing the wellness program – Define the role and responsibility of the wellness coordinator and / or wellness committee. Establish reasonable expectations for the wellness coordinator or wellness committee
- Time commitment per month
- Committee members term of service
- Permission of work time to participate in the wellness committee and actively promote the program
- Participating in the wellness program
 - Define employee eligibility.
 - Develop guidelines for participating “during work time”.
 - Establish a confidentiality policy to assure employees that the program is designed and implemented under HIPAA guidelines and respects personal privacy and confidentiality. HIPAA guidelines are addressed in Exhibit 9-7.
- Evaluating the wellness program – Identify the frequency and types of reports that management needs. Establish the outcomes necessary for program sustainability



**Whatever you can do,
or dream you can, begin
it. Boldness has genius,
power and magic in it.**

Goethe

Special Note:

The State Auditor's Office recommends that a city wellness program be formally approved by the city's legislative body.

The program should provide guidance regarding the nature of allowable activities and incentives. AWC recommends cities develop wellness policies and ask the city council to adopt a resolution or ordinance to establish a firm foundation for an on-going program. See sample policies and resolutions in chapter two exhibits.

Adopt policies & procedures

Follow through is key. The development procedure is critical to the success of the wellness program but can not stand alone. The adoption of formal written policies and procedures is necessary to building a sustainable wellness program.

Implementation & communication

Communicate the policies and procedures over and over again until they are simply a part of the organization's culture or mode of operating. It will take time for employees to understand that the city is offering programs about potentially sensitive issues and that their participation will be respected.

Utilize multiple mediums to communicate the program policies and procedures. Print the policies in newsletters. Put them in the employee handbook. Post them on bulletin boards. Look for special places in your own city where it can gain visibility. Include them in new employee orientation meetings.

Lastly, abide by the policy. Everybody who participates in your wellness activities, both at the leadership and the "student" level, should know the policy and know that the city expects them to honor it. Policies that are not taken seriously at all levels are not effective.

Supportive policies, guidelines and practices

Supportive policies that provide additional support and infrastructure for the wellness program are also important. The formation and implementation of the types of policies listed below can help the program achieve program goals and objectives.

- Tobacco Free Workplace
- Emergency Preparedness Procedures
- Substance Abuse
- Safe Driving
- Healthy Meetings
- Utilization of onsite Fitness Center or Exercise during work hours

Sample Resolution

City of Connell, Washington

RESOLUTION NO. 2004-08

A RESOLUTION OF THE CITY OF CONNELL, WASHINGTON ESTABLISHING A CITY EMPLOYEE WELLNESS PROGRAM.

WHEREAS, the City of Connell recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health practices, and

WHEREAS, the City of Connell further recognizes that improvements to employee health, achievable through active workplace health promotion programs and activities can result in better morale, reduced absenteeism, and enhanced productivity and performance, and

WHEREAS, the City of Connell has established a City Employee Wellness Program aimed at preventing illnesses and injuries and promoting better morale, reduced absenteeism, and enhanced productivity and performance among City employees.

NOW, THEREFORE, be it resolved, by the City Council of the City of Connell as follows:

In order to contribute to the health and well being of City employees the Wellness Committee pledges the following:

- Improve the quality of life through knowledge about health and lifestyle.
- Decrease the usage of health care services under the current provider's health benefits plan.
- Decrease the incidence of workplace injuries and the severity of injury claims expense.
- Reduce sick leave usage.
- Improve employee morale and well being.
- Demonstrate to employees that the City of Connell cares about the health and well being of its workforce.
- Increase recreational or other opportunities which lead to improved physical and emotional health and reduced stress.

ADOPTED by the City Council of the City of Connell and **APPROVED** by the Mayor this _____ day of _____, 2004.

Garland D. Walton, Mayor

ATTEST:

Joan E. Eckamn, City Clerk – Treasurer

APPROVED AS TO FORM:

Terry M. Tanner, City Attorney

Sample Resolution

City of Tukwila, Washington

Resolution No. 1628

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, EXPRESSING THEIR SUPPORT OF THE EMPLOYEE WELLNESS PROGRAM, "T.H.E. (TUKWILA HEALTHY EMPLOYEE) PROGRAM."

WHEREAS, in 1994, the City of Tukwila initiated "T.H.E. (Tukwila Healthy Employee) Program," a wellness program that benefits its participants by promoting health and wellness through information, services and programs; and

WHEREAS, this program increases participants' awareness of their health options by helping them to acquire the knowledge, skills and motivation to achieve and maintain healthy lifestyles; and

WHEREAS, the benefits of employee wellness programs typically include reduced absenteeism, increased job satisfaction, reduced stress levels, improved employee morale, and more prudent use of healthcare systems; and

WHEREAS, the improved fitness and good health of the City's employees is a benefit to our citizens through more productive employees, and as a prudent strategy to control healthcare expenditures;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

The City Council hereby expresses their continued support of the City's wellness program, "T.H.E. (Tukwila Healthy Employee) Program," and provides that the program be sustained indefinitely, unless cancelled by action of the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this 19th day of March, 2007.

ATTEST/AUTHENTICATED:

Jane E. Cantu
Jane E. Cantu, CMC, City Clerk

Verna Griffin
Verna Griffin, Council President

APPROVED AS TO FORM BY:

K. Diana Fuchs
Office of the City Attorney

Filed with the City Clerk: 3-14-07

Passed by the City Council: 3-19-07

Resolution Number: 1628

Exhibit 2-3

Sample Resolution

City of Longview, Washington

RESOLUTION NO. 1871

A Resolution of the City Council of the City of Longview, establishing a City Employee Wellness Program.

WHEREAS, the City Council of the City of Longview recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health practices; and

WHEREAS, the City Council of the City of Longview further recognizes that improvements to employee health, achievable through active workplace health promotion programs and activities, can result in better morale, reduced absenteeism, and enhanced productivity and performance; and ,

WHEREAS, the City Council wishes to implement a City Employee Wellness Program aimed at preventing illnesses and injuries and promoting better morale, reduced absenteeism, and enhanced productivity and performance among City employees;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview hereby expresses its support of the City of Longview Wellness Program.

Approved this 13th day of December, 2007.



Mayor

ATTEST:



City Clerk

Exhibit 2-4

Sample Policy

City of Woodinville, Washington



PERSONNEL

Policy Number: 6.16

Policy Title: Wellness Committee

Effective Date: April 7, 2003

Purpose: To create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being.

Goal: To support wellness in the workplace by creating a program that meets the needs and interests of the employees of the City of Woodinville.

Scope: This policy applies to all regular and non-regular City of Woodinville employees.

Policy:

- I. The Committee will be comprised of 6-8 members. The following departments are strongly encouraged to have at least one member on the committee: Executive, Administrative Services, Public Works, Planning and Community Development, Building, and Parks and Recreation. Membership on the Committee is voluntary.
- II. Members of the Wellness Committee will serve an indefinite term and are encouraged to be enthusiastic and supportive of the purpose and goal of the Committee.
- III. The Wellness Committee will meet at least once a month during regular business hours, and will follow an agenda prepared by the Chairperson of the Committee.
- IV. Duties of the Wellness Committee include:
 - Providing enthusiastic support of the purpose and goal of the Committee.
 - Creating a sense of employee ownership by participating in the planning and promotion of wellness activities.
 - Performing evaluations of ongoing programs and activities.
 - Providing peer support and advocacy to boost wellness program participation.
 - Sharing responsibilities to lessen the workload impact on the Chairperson.
 - Preparing an annual budget for presentation to the City Manager for program support.
- V. Duties of the Chairperson include:
 - Setting the time and place of meetings.
 - Communicating with all members of the Committee to coordinate meeting dates and times.
 - Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
 - Managing the agenda and discussion of the meeting.
- VI. Confidentiality is important in all health education activities. Because the Wellness Committee may offer programs about potentially sensitive issues, the transactions and interactions regarding personal and medical information that take place in the City's wellness programs will be confidential and will be respected as such. Employee participation will strictly be on a voluntary basis and will be respected.

Procedure:

I. Build a Foundation

- Create a mission statement.
- Assess the City's working environment by considering the possible support systems and challenges.
- Successfully develop and promote the wellness program.
- Set program policies to address participant confidentiality, employee eligibility, and any City policies that govern wellness activities, including employee participation.
- Inform the employees of the wellness program by distributing a letter of introduction stating the City's commitment to employee health and encouragement of employee participation.
- Gain the support of everyone involved, including management, department heads, and employees.

II. Locate Available Resources

- Inventory internal resources.
- Locate other wellness program coordinators.
- Explore AWC resources.
- Identify external resources that may be able to provide services and products for the program.
- Review human resource data to determine what the City's employees' needs may be.
- Identify topics that work toward the program's mission and meet the needs and interests of employees.
- Involve employees by conducting a needs and interests survey.

III. Design the Program

- Establish program goals and objectives.
- Develop a means of evaluation to measure the level of satisfaction with the program and assist in the planning of future activities.
- Select program activities that will encourage employees to become involved.
- Establish a program budget.
- Create a program timeline and schedule that includes all wellness program activities and any other events which will conflict with, support or otherwise influence the program.
- Select vendors and materials
- Delegate responsibilities to different members of the committee.

IV. Promote and Facilitate the Program

- Promote the program and activities to raise employees' awareness of and enthusiasm for the worksite wellness program, to stimulate and maintain high levels of participation, and to keep the program visible.
- Build incentives into the program to not only reward participants, but to encourage and motivate participation.
- Introduce the program by communicating the City's commitment, previewing upcoming activities, and leaving employees eager to participate.
- Facilitate the activities to help ensure a smooth program and satisfied participants.
- Decisions on structure and program details will be approved by the City Manager.

Approved by:

Date

Sample Policy

City of Colville, Washington

The City of Colville Wellness Program and Committee

MISSION AND GOALS:

The purpose of the Wellness Program is to assist employees in the VOLUNTARY adoption and maintenance of healthy life-style choices. The goals of the program are to:

1. Improve the quality of life through knowledge about health and life-style.
2. Improve morale and well-being at work.
3. Reduce long-term costs related to treatment of illness and accident.

WELLNESS PROGRAM

Administration. The Wellness Program is administered through the City Clerk/Human Resources Department and has its own budget.

Employees, after six (6) months of employment with the City of Colville, may choose to convert a portion of their sick leave hours as follows:

1. For a monthly membership at an established year-round fitness facility (or such alternative program as approved by the Wellness Committee) of their choice. In January of each year, the Human Resources Department will calculate the average hourly wage to determine the Wellness deduction amount for each approved program.

Current programs approved are:

- Colville Fitness Center – minimum monthly use, 8 times for at least one-half hour each
 - Colville Physical Therapy – minimum monthly use, 8 times for at least one-half hour each
 - Dominion Meadows Golf Club – minimum monthly use, 10 hours, without use of motorized cart
 - Curves for Women – minimum monthly use, 8 times for at least one-half hour each
 - Club 49 – minimum monthly use, 8 times for at least one-half hour each
 - City Pool season passes – no minimum use
2. Employees must meet monthly participation rates to continue using Wellness hours. If they do not meet the minimum use for one month, they will receive a written warning. If they do not meet the minimum use for the month immediately following, they will be suspended from using Wellness hours for one month. The employee is then responsible for paying their own fees for that month directly to the facility.

The employee is under no obligation to participate in any of the above benefits or may terminate his/her participation at any time. Employees are responsible for notifying the facility of their withdrawal from the program and paying any associated fees.

All benefited employees may participate and qualify for incentives of AWC sponsored Wellness Committee events. Non-AWC benefited employees are encouraged and allowed to participate in Wellness events but may not receive AWC funded incentive awards.

The Wellness Committee will promote its program through cultural change and recurring awareness. Specifically, it will advance its agenda through three types of activities:

- Information and Awareness
- Environmental Change
- Behavior Change

Each of these methods is needed to address the different stages of change that individuals may find themselves in regard to wellness.

WELLNESS COMMITTEE

A voluntary employee Wellness Committee as described below assists with the planning, oversight, management, promotion and execution of the program activities.

General Staffing Requirements.

1. The Committee will have a total of 8 members, 7 rotational and 1 permanent. In addition, a City Councilmember will be appointed to the Committee by the Mayor Pro-tem each year and the City Clerk/Human Resources Manager will serve as an ex-officio member.
2. The term for rotational members will be two years with rotations occurring every other year and a goal that no more than four people will change in the same year, to ensure continuity in the events and scheduling. If any member must relinquish their position for any reason, the responsible department will have four weeks to replace this member.
3. The permanent Committee member will serve executive functions and will not be subject to the two year term limit. The City Clerk/Human Resources Department will provide one permanent member to the Committee.
4. If less than a year is remaining in a departing rotational member's term, the new member will complete the previous term as well as their own two year term.
5. Departments will provide the seven rotational members to the Committee in accordance with the following allocations:

City Hall – 1	Police – 1
Library – 1	Water/Sewer – 1
Parks/Recreation – 1	Street – 1
At Large – 1	

General Committee Requirements.

1. All meetings will start promptly and end on time.
2. All Committee members are equal participants and have equal right and responsibility to voice opinions and ideas and share in the success in this program.

Member Requirements/Expectations. Members are responsible for:

1. Attending Wellness meetings.
2. Informing another attending member if they can not attend a meeting.
3. Serving on at least one sub-committee a year.
4. Assisting (as needed) other members with their Wellness events.
5. Representing your department and educating them of the various Wellness activities.
6. Sharing ideas freely and raising any concerns or objections and offering alternative solutions when a decision is to be reached by consensus.
7. Fully supporting all agreed upon decisions by the Committee.
8. Working in conjunction with management and AWC to increase awareness about the benefits of healthy living.

Permanent Staff Requirements/Expectations. The permanent staff is responsible for:

1. Preparing an agenda in advance of all meetings.
2. Managing the meetings and following the presented agendas.
3. Updating and managing the Wellness Committee monthly email newsletter.
4. Applying for, obtaining, and managing annual grant funding requirements.
5. Managing the budget and financial program requirements.
6. Attending conferences and retreats established by AWC when possible or coordinating training on-site.
7. Finding new avenues to work with other organizations to maximize Wellness resources and relationships.
8. Preparing and distributing, in coordination with the Safety Committee, the monthly Wellness newsletter.
9. Preparing and distributing minutes of Committee meetings.
10. Preparing and submitting all required reports to Human Resources, City Council, AWC, etc.
11. Monitor monthly facility use and send notices as needed.

Sample Policy

City of Shoreline, Washington

Wellness Program Policy

Policy Purpose. The purpose of this policy is to provide the framework for the administration and purpose of the City's Wellness Program. This includes defining its mission and the membership requirements of the Committee, and equitably and systemically distributing the work required to make this a valuable program for the City. This structure will provide clear direction and ensure the balanced input and work load for all departments.

Mission. The mission of the Wellness Committee is to promote the improved health and well being of our employees in order to prevent illnesses and injuries, improve morale, reduce absenteeism and enhance productivity and performance.

The Wellness Program is established in recognition that:

1. Healthy productive employees are critical to the provision of high quality and efficient local government services.
2. The health and well being of employees has a direct effect on the cost of government services.

Administration. The Wellness Program is budgeted and administered through the Human Resources department. A voluntary employee Wellness Committee as described below assists with the planning, oversight, management, promotion, and execution of the program activities.

Application. All benefited employees and family members may participate and qualify for incentives of AWC sponsored Wellness Committee events. Non-AWC benefited employees e.g. the Police department, extra help employees, etc. are encouraged and allowed to participate in Wellness events but may not receive AWC funded incentive awards.

Voluntary Participation. Any participation in the programs and activities of the Wellness Program is on a voluntary basis.

Program Paradigm. The Wellness Committee will promote its program through cultural change and recurring awareness. Specifically, it will advance its agenda through three types of activities:

- Information and Awareness
- Environmental Change
- Behavior Change

Each of these methods is needed to address the different stages of change that individuals may find themselves in regard to wellness.

General Staffing Requirements.

1. The Committee will have a total of 12 members, nine rotational and three permanent.
2. The term for rotational members will be two years with rotations occurring every other year and a goal that more than five people will never change in the same year, to ensure continuity in the events and scheduling. If any member must relinquish their position for any reason, the responsible department will have 4 weeks to replace this member.
3. The three permanent Committee members will serve executive functions and will not be subject to the two year term limit. The CMO, HR, and Finance office will each provide one permanent member to the Committee.
4. If less than a year is remaining in a departing rotational member's term, the new member will complete the previous term as well as their own two year term.
5. Departments will provide the nine rotational members to the Committee in accordance with the following allocation table:

Finance	1
Parks & Recreation	2
Planning & Development	2
Public Works	2
CA, Clerk, CMO, Police	1 (Rotated among the 4 departments)
CIR, HS, CRT, HR	1 (Rotated among the 4 departments)

Note 1. This table is based on proportionally distributing the number of members to each department with respect to their relative size.

Note 2. Departments responsible for filling the 3 permanent members are not relieved of their rotational membership requirements.

General Committee Requirements.

1. All meetings will start promptly and end on time.
2. All committee members are equal participants and have equal right and responsibility to voice opinions and ideas and share in the success in this program.

Member Requirements/Expectations. Members are responsible for:

1. Attending the monthly 1 hour wellness coordination meeting.
2. Attending 2 Semi-annual ½ day Wellness Retreats. Retreats will be used to review goals/priorities and establish its event calendar/recharge its batteries for the next 6 months.
3. Informing another attending member if they can not attend a meeting.
4. Organizing and promoting three (3) wellness events a year.
5. Assisting (as required) other members in the execution of their wellness events.
6. Representing your department and educating them of the various Wellness activities.
7. Sharing ideas freely and raising any concerns or objections and offering alternative solutions when a decision is to be reached by consensus.
8. Fully supporting all agreed upon decisions by the committee
9. Working with in conjunction management and AWC to increase awareness about the benefits of healthy living.

Permanent Staff Requirements/Expectations. The permanent staff are responsible for:

1. Preparing an agenda in advance of all meetings to include retreats.
2. Managing the meetings and following the presented agendas
3. Updating and managing the Wellness Committee Portal
4. Applying for, obtaining, and managing annual Grant funding requirements.
5. Managing the budget and financial program requirements.
6. Attending conferences and retreats established by AWC.
7. Finding new avenues to work with benefit administrators and business organizations e.g. police and fire to maximize Wellness resources and relationships.

Sample Policy

City of Enumclaw, Washington

ENUMCLAW WELLNESS COMMITTEE -POLICIES -

POLICY:

The City of Enumclaw recognizes employees are critical to the quality and efficiency of local government services. The health of its employees directly affects their ability to perform their job duties and provide services to its citizens. The health of employees also has a direct effect on the costs of the City. The City recognizes its need to contribute in a positive way to the health and well being of its employees. This policy is established as a means to provide information and activities to City employees to encourage health and safety in the work environment.

GOAL:

To support wellness in the workplace by creating a wellness program of health education and fitness activities that meets the needs and interest of the employees.

SCOPE:

All City of Enumclaw employees including fulltime, part-time, contract, and seasonal.

VOLUNTARY PARTICIPATION:

Employee participation in the programs and activities of the Wellness Committee is voluntary.

WELLNESS PROGRAM COMMITTEE:

1. **Membership:** The Wellness Committee is made up of 10 members representing each department, one of which shall be the committee's Chairperson. Membership on this committee is voluntary. Members of each department shall be appointed by the Department Director.

Departments

Administration	Finance	Parks/Rec/Cemetery	Library
Public Works (Admin)	City Shops	Fire	Police
Community Dev	Sr Center		

2. **Duties:** The duties of the committee members are to:

- A. Provide enthusiastic support of the purpose and goal of the Wellness Committee
- B. Act as a liaison between the Wellness Committee and the employees to represent the interest, needs, and opinions of the employees
- C. Help plan, implement, and promote Wellness programs
- D. Provide peer support and advocacy to boost wellness program participation
- E. Prepare an annual budget for program support
- F. Share responsibilities to lessen the workload impact on the Chairperson
- G. Perform evaluation of ongoing programs and activities

3. **Duties of the Chairperson:** Duties of the Chairperson include:

- A. Setting the time and place of the meetings.
- B. Communicating with all members of the Committee to coordinate meeting dates and times.
- C. Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.

D. Managing the agenda and discussion of the meeting.

E. Provide communication to the Mayor and City Administrator.

4. Meeting Schedule: The Wellness Committee shall meet monthly during regular business hours.
5. Term: Members of the Wellness Committee will serve an indefinite term.
6. Attendance Termination: If a member misses more than 5 unexcused absences, the Committee may vote to remove that member from the committee.
7. Confidentiality: Confidentiality is important in all health education activities. Because the Wellness Committee may offer programs about potentially sensitive issues, the transactions and interaction regarding personal and medical information that take place in the wellness programs will be confidential and will be respected as such. Each committee member shall sign a Confidentiality Agreement.

PROGRAM ACTIVITIES:

1. Behavior change programs such as nutritional information, stress reduction, smoking cessation and weight management.
2. Motivational programs such as interdepartmental and employee group challenges and cash certificates for healthful eating, exercise and stress reduction programs.
3. Information and awareness programs such as flyers, paycheck stuffers, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes
4. Offer the annual AWC Healthcheck Plus health and fitness testing program
5. To explore opportunities to develop and institute additional wellness incentives and policies that contribute to the health and well being of employees and their family member

PROGRAM BUDGET:

1. Apply for the available AWC grants for Wellness programs
2. Solicit the City for budget resources

PROGRAM COSTS:

Depending on the nature of the activity, programs may be provided at cost, low cost, or no cost.

PROGRAM INVOLVEMENT:

1. The City Administrator will provide staff time to the members of the Wellness Committee to conduct its activities
2. The City Administrator will allow employees to have release time for wellness activities and programs as the normal work demands are appropriately met.
3. To use Action Groups composed of volunteers from the workforce to help implement specific wellness program activities

CONSENT FORM:

Prior to the participation in exercise or fitness programs and activities, the employee will be required to sign a consent form.

Exhibit 2-8

Sample Supportive Policies

Tobacco Free Workplace

Policy

Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, it shall be the policy of _____ to provide a smoke free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or "spit" tobacco and applies to both employees and non-employee visitors of _____.

Definition

- There will be no smoking of tobacco products within the facilities at any time.
 - The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.
 - The designated smoking area will be located at least 20 feet from the main entrance.
 - All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.
 - [For a policy that extends smoke free to include company property, substitute the following: There will be no smoking of tobacco products within the facilities or on the property of _____ at any time.]
- There will be no smoking in any _____ vehicle.
 - There will be no smoking in _____ vehicles at any time.
 - There will be no tobacco use in personal vehicles when transporting persons on _____ authorized business.
- Breaks
 - Supervisors will discuss the issue of smoking breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.

Procedure

- Employees will be informed of this policy through signs posted in _____ facilities and vehicles, the policy manual, and orientation and training provided by their supervisors.
- Visitors will be informed of this policy through signs, and it will be explained by their host.
- The _____ will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
- Any violations of this policy will be handled through the standard disciplinary procedure.

Source: Wellness Councils of America – Model Smoke Free Policy

Exhibit 2-9

Sample Supportive Policies

CITY OF PORTLAND MOTORVEHICLE SEAT BELT USE POLICY

Purpose

This policy is intended to protect City employees operating or riding in motor vehicles from the hazards of motor vehicle accidents.

Policy

It is mandatory for all City employees operating motor vehicles to use seat belts. This includes all employees operating City owned vehicles, passengers in City-owned vehicles, and all employees operating personal vehicles while engaged in City business, and employees riding as a passenger in a vehicle while on City business.

All City-owned vehicles will be equipped with seat belts. This includes the vehicle cab or operator's compartment, passenger seating area, and jump seats. Operators of tractors or other off-road vehicles equipped with Roll Over Protection Structures (ROPS) will use seat belts. Vehicle passengers will be permitted to ride only in areas of the vehicle designed for that purpose. Seat belts shall be used by all employees riding in a vehicle while the vehicle is in motion.

There are no vehicle exemptions to this policy.

Violation of this policy will result in disciplinary action in accordance with AR 25, Disciplinary Procedures. Employees who have a medical condition which may preclude wearing a seat belt may carry a physician's note indicating a waiver for medical reasons.

Effective Date

This policy was effective on December 1, 1995 for all vehicles with seat belts. All City-owned vehicles were equipped with seat belts as of October 1, 1996. This amendment is intended to reflect the medical waiver option.

Effective Date: _____ Approved by: _____

Joseph E. Gray, Jr.
City Manager

Revised 03/05

Exhibit 2-10

Policy and Procedure Resources

Centers for Disease Control Healthier Worksite Initiative

Policies, toolkits, resources, program design.

www.CDC.gov/hwi

North Carolina Health Smart Worksite Wellness Toolkit – Eat Smart, Move More, Quit Now & Manage Stress Workbooks

www.eatsmartmovemorenc.com/Resources/wwtoolkit/

Professional Assisted Cessation Therapy (PACT)

Employers' Smoking Cessation Guide: Practical Approaches to a Costly Workplace Problem

www.endsmoking.org

Psychologically Healthy Workplace Program

www.phwa.org

Washington State Department of Health, Worksite Wellness

Healthy meetings and healthy vending guidelines, worksite wellness resource kit

www.doh.wa.gov/cfh/NutritionPA/our_work_sites/default.htm

Wellness Councils of America

www.welcoa.com