

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES	
Wellness Program Policy	C-20	June 2023	New	Page 1 of 2
Prepared By: Human Resources			Approved By: Will Aycock, Greenlight General Manager	

1.0 Purpose

This policy provides guidelines for the City’s wellness program.

2.0 Scope

All full-time and temporary part-time employees are covered under this policy.

3.0 Policy

The City of Wilson sponsors a wellness program, branded *Wellness Works*, as part of its comprehensive employee benefits package. The program focuses on promoting a healthy lifestyle – including but not limited to established components of overall wellbeing such as exercise, healthy eating, tobacco cessation, preventive care, mental health, financial health, and stress management – as a key component of reducing organizational healthcare costs.

4.0 Procedures

- 4.1 Requirements of the program will be communicated annually by Human Resources.
- 4.2 Participation in the program is voluntary.
- 4.3 Employees shall follow program guidelines and submit required documentation to verify satisfactory completion, as necessary.
- 4.4 Employees who do not participate in the program or who do not meet annual minimum program requirements may incur higher healthcare premium costs than those who participate. ***(Note: The applicable healthcare premium costs will be based on the budgetarily approved healthcare plan renewal rates for wellness/non-wellness, effective July 1 of each fiscal/health care plan year.)***
- 4.5 Incentives for program completion include:
 - 4.5.1 Annually approved employee portion of premium paid if all minimum requirements are met.
 - 4.5.2 Time off accrual, with the number of hours increasing at each level, as approved by City leadership.
 - 4.5.2.1 Accrued time off for wellness incentives will **not** be added to vacation leave accruals as established under City policy *C-7 Personal Leave Time* and will not be subject to those policy guidelines.
 - 4.5.2.2 Wellness incentive leave will be coded specifically for this purpose only for payroll purposes. **This accrual shall not be eligible for annual rollover into sick time and will not be paid out upon separation of the employee.**
 - 4.5.2.3 Employees must use the incentive time off by the end of each fiscal year on June 30. Any remaining balance will be removed before newly earned incentive accruals are entered in the payroll system.
 - 4.5.3 Additional periodic incentives such as prize drawings may occur throughout the year.
- 4.6 An employee who, for various reasons encounters barriers to meeting a requirement for an incentive under this wellness program, may qualify for an opportunity to earn the same reward by different means. In such cases, employees should contact Human Resources for evaluation of potential options.

5.0 Administrative Guidelines

- 5.1 Human Resources has administrative responsibility for program development, tracking and reporting.

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- 5.2 Human Resources will compile completion data, identify employees who earn the applicable incentives, and process payroll data accordingly.

- 5.3 Additional aggregate reporting based on Employee Health and Wellness Center usage and cost savings will be provided by EHWC staff and the healthcare plan broker, in compliance with applicable federal and state guidelines for data privacy.