

**STANDARD PROCEDURE**

**CITY OF WILSON**

**PERSONNEL MANUAL**

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SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES	
Employee Health and Wellness Center	C-16	8/2018	New	Page 1 of 1

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Prepared By: Human Resources Approved By: Harry Tyson, Deputy City Manager

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**1.0 Purpose**

To establish general guidelines for use of the Employee Health and Wellness Center (EHWC). While the City of Wilson recognizes that health maintenance is primarily the responsibility of each individual, the EHWC has been established to facilitate and promote health and wellness.

**2.0 Scope**

- 2.1 All City employees are covered under this policy.
- 2.2 Temporary and contract employees may receive first aid services only.
- 2.3 Retirees may only participate in the annual flu shots provided by the EHWC.
- 2.4 Inmates contracted by the City of Wilson must follow Department of Corrections policy on medical treatment. (Minor first aid and/or interim emergency measures may be administered by EHWC medical staff as deemed appropriate).

**3.0 Policy**

- 3.1 The EHWC is managed and staffed by Duke Lifepoint Wilson Medical Center.
- 3.2 The EHWC provides both occupational and personal health and wellness services to employees.
- 3.3 The EHWC may diagnose and treat employees' personal non-emergency injuries and illnesses.
- 3.4 EHWC staff is not intended to interfere with or replace relationships between employees and their personal physicians.

**4.0 Procedures**

- 4.1 EHWC staff provides initial Workers' Compensation evaluations as needed, and determines disposition of each employee's work status and/or need to refer out.
- 4.2 Employees must follow EHWC medical staff's determination of work status for both work related and personal injuries or illnesses.
- 4.3 If an employee is taken out of work by EHWC staff, in all cases, the employee must report back to the EHWC for an assessment prior to returning to work.
- 4.4 EHWC staff will notify supervisors when employees are removed from work or placed on restrictions. In accordance with HIPAA guidelines, specifics of employees' conditions will not be provided.
- 4.5 EHWC staff will assist Human Resources with wellness programs, education and activities and will develop specific wellness programs for employees based on their knowledge of health conditions and trends they observe.
- 4.6 Employees returning from FMLA leave do not need to see EHWC staff on their return to work. Human Resources is responsible for ensuring documentation for return to work is obtained from employees' physicians in those cases.

**5.0 Administrative Guidelines**

- 5.1 The EHWC will be regularly staffed with one Licensed Nurse Practitioner (L.N.P.) and one Registered Nurse (R.N.). During times of vacations, training, illness and other short term absences, staffing levels may vary with agreement from Human Resources.
- 5.2 Normal EHWC hours are 7:00 a.m. – 4:00 p.m., Monday through Friday.