

Item # 7E
Date: 10-14-24

COUNCIL ACTION FORM

AGENDA ITEM: Annual Wellness Program

HISTORY: The City Wellness Program was initiated more than 20 years ago with the goal of improving the health and well-being (both mentally and physically) of city employees. Over the years, the program has successfully provided valuable resources, activities, and educational opportunities aimed to engage staff and contribute to a healthier employee population.

Program Overview:

- Wellness Reimbursement: Compensation for various recommended annual health screenings
- Volunteerism: Encouraging staff to volunteer their time to others and around our community
- Fitness: Exercise and physical engagement
- Additional Incentive: If employees complete the specified requirements of each component an additional incentive is given.

Finally, this past September, the city closed all offices for four (4) hours and staff took part in a mandatory safety and wellness training. They enjoyed a meal together and participated in training on emergency situations within the organization. Then individuals had the option to pick an activity to join at the Field House (i.e. soccer, basketball, pickleball, walking, etc.). We would like to propose making this training an annual event for all employees, scheduled for the first Wednesday of September every year.

OPTIONS:

1. Approve 2025 Wellness Program and annual mandatory four-hour training scheduled for the first Wednesday of September every year, requiring all city offices to be closed during this time.
2. Approve 2025 Wellness Program.
3. Do nothing at this time and request that Staff revise the 2025 Wellness Program

STAFF'S RECOMMENDED ACTION:

Therefore, it is the recommendation of the City Administrator that Council approves Option 1.

2025 City Wellness Program Purpose

The purpose of the employee wellness program is to help provide a safe and healthy workplace. It is recognized that physical fitness, emotional well-being and a safe work environment are critical components for a healthy and productive workforce. A healthy workforce leads to fewer absences and less use of medical resources which can lead to lower medical insurance costs. This program will attempt to address various elements of health and wellness including: health screenings, physical activity, a healthy diet, stress management, healthy social opportunities, volunteerism, and other related activities.

The City of Nevada Employee Wellness Program is voluntary and not required; however, participation is **highly recommended and strongly encouraged.**

**WELLNESS PROGRAM
REWARDS/INCENTIVES
January 1, 2025 – December 31, 2025**

All permanent part-time and full-time employees are encouraged to participate in an incentive program, whereby successful completion of the required action items each year would result in the following incentives:

Wellness Incentive Program

1. Wellness Reimbursement

Upon verification that each individual activity has been completed, the following reimbursement will be provided within 30 days:

a. Annual Physical (including appropriate follow-up and age-appropriate screening, such as Colonoscopy, Mammogram, PSA Test, or other cancer screening test)	\$100
b. Annual Blood Screening	\$50
c. Annual Dental Exam	\$50
Total:	\$200

- **Bonus:** If an employee completes all three segments of the above wellness plan, they will receive an additional **\$100**

d. Annual Vision Exam	\$50
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- **Extra Bonus:** If an employee completes Wellness Items "A" through "C" above and "D" vision exam; the employee will be able to **convert one (1) sick day to one (1) personal day OR receive an additional \$50**. There must be at least 10 sick days left in your account after the conversion. The employee will receive a voucher for the day off and will have until June 30, 2026 to take the day off.

e. Vaccination Benefit	
• Proof of COVID vaccination (must present card)	\$25
• Proof of Flu vaccination (must present proof of)	\$25

The employee will complete the verification form with physician's signature or obtain an Insurance EOB (Explanation of Benefits) or a doctor's note and present it to payroll by the end of the year to request a reimbursement.

**Employee must complete at least one item from Wellness Reimbursement, in combination with Volunteerism and Fitness, to be eligible for a Participation Day.*

2. Volunteerism

All **full-time** employees can elect to volunteer for a non-profit organization up to forty (40) hours per calendar year. All permanent **part-time** employees can elect to volunteer for a non-profit organization up to sixteen (16) hours per calendar year. The volunteer time can take place during normal business hours with prior approval from their supervisor. If the volunteer hours are outside of the normal work hours, the employee can elect to take the same number of hours off duty with pay with prior approval from their supervisor. Volunteer hours earned off duty must be used off in the same calendar year they were earned. Volunteer hours earned may be used consecutively UP TO one shift. You may NOT volunteer more than one shift at a time or use volunteer hours earned off duty for more than one day shift at a time.

Examples:

- John volunteers at the Nevada Middle School from 1:00 pm to 3:30 pm for a field trip, pending approval from his supervisor. John would be paid his regular hourly rate for the 2.5 hours he was volunteering for the Nevada Public School.

- Sally volunteers for Lincoln Highway Days on Saturday from 9:00 am until 8:00 pm. Sally would be able to take 11 hours off work at a later date, pending supervisor approval. Sally would only be able to take one shift off at a time.

**Employee must complete all forty (40) hours of Volunteerism in combination with Wellness and Fitness to be eligible for a Participation Day.*

3. Fitness

A. Work out at a fitness center OR track your own personal workout at least 8 times per month for a minimum of 30 minutes of exercise or weight training from January 1, 2025 – December 31, 2025. Request reimbursement after each month for \$25 per month. Must show proof of exercise.

B. In lieu of requesting reimbursement each month for attending a fitness center, an employee may participate in a wellness activity. Reimbursement can be requested by submitting a confirmation of paid entry/registration after completion of each event up to a maximum of \$300 per year.

**Employee must complete at least six (6) months of fitness, in combination with Wellness and Volunteerism to be eligible for a Participation Day.*

Note: This program and these rewards/incentives are for the current year's program; therefore, these rewards/incentives are subject to change and may not be offered during next year's program.

Additional Incentive

Any full or part time employee who completes ALL Wellness Program activities (1-3) will receive a Participation Day Incentive, allowing that employee to take a day off equivalent to their typical hourly day.

- *Participation Days expire on 12/31 of a year the following receipt of the incentive. (Payouts will not be given for a Participation Day)*

Examples:

- John volunteered and participated in Fitness throughout 2025 and went to the dentist on December 21, 2025. He will receive a Participation Day which will expire on December 31, 2026.

**Part of Additional Incentive*

ANNUAL Events

1. September safety and wellness meeting. This meeting is **MANDATORY** for all employees. It is a time to close down all City offices for a four (4) hour training, listen to a program on emergency/safety measures, enjoy a meal, and work on employee mental health.
2. Employee Health Benefit/Reelection Meeting
3. Hearing Testing: Any full or part time employee is welcome and encouraged to participate in having their hearing tested on the date/time offered and covered by the city.