

R-12-251

RESOLUTION NO. 8235

A RESOLUTION IMPLEMENTING A "FIT 2 LIVE" EMPLOYEE WELLNESS PLAN FOR THE CITY OF NORTH LITTLE ROCK, ARKANSAS; AND FOR OTHER PURPOSES.

WHEREAS, with the adoption of Resolution No. 7865 on June 13, 2011, the City of North Little Rock ("the City") made its commitment to the "Fit 2 Live" initiative for healthy eating and active living, and continues to be dedicated to creating an environment that empowers its employees and community to recognize and adopt healthy life choices; and

WHEREAS, the City desires to implement an Employee Wellness Plan that will provide a foundation for the development of activities and adaptation of work environments to support the health and well-being of City employees; and

WHEREAS, the workplace is an ideal environment in which to promote and support the good health and well-being of City Employees, which can produce positive benefits for their families, thereby resulting in better health for employee families and the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the City Council supports the "Fit 2 Live" initiative for healthy eating and active living and hereby approves implementation of the "City of North Little Rock 'Fit 2 Live' Employee Wellness Plan" attached hereto as Exhibit "A".

SECTION 2: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Patrick H. Hays

SPONSORS:

ATTEST:

Mayor Patrick H. Hays

Diane Whitbey, City Clerk

Alderman Beth White

APPROVED AS TO FORM:

C. Jason Carter, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/b

FILED _____ A.M. _____ P.M.
By _____
DATE _____
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas
RECEIVED BY _____

City of North Little Rock “Fit 2 Live” Employee Wellness Plan

Purpose

One in three adults in North Little Rock are obese, and one in three children are overweight or obese, putting all at increased risk of heart disease, stroke and diabetes. More than one-third (38%) of the City of North Little Rock’s 2010 health care costs were incurred in five categories: musculoskeletal, circulatory, nervous system, respiratory, and digestive. Many chronic health conditions within these five categories, such as arthritis, hypertension, lung disease, asthma, and acid reflux, are largely preventable through good nutrition, healthy body weight, physical activity and a tobacco-free lifestyle. In addition, biometric screenings of 75 employees in October 2012 showed that 49% of those screened were obese (Body Mass Index over 30) and another 28% were at moderate risk (either underweight or overweight, with the majority expected to fall in the overweight category). According to Provant Health Solutions, LLC, (a national wellness leader providing customized worksite wellness and advocacy programs to reduce employee health risks and company healthcare costs), one employee moving from the obese or overweight category into the normal weight range (BMI of 25 or below) can save the City \$1,244.00 per year in health care costs.

The City of North Little Rock “Fit 2 Live” Employee Wellness Plan (the “Wellness Plan” or “Plan”) provides the foundation for the City of North Little Rock to develop activities and adapt work environments and policies to support the health and well-being of City employees. In addition to the benefits for employees, positive benefits are likely to accrue to families of employees, resulting in better health for families and the community.

This Wellness Plan establishes guidelines that may assist departments in the development and implementation of health, wellness, and work/life balance initiatives to support the wellness and health of City employees. It is anticipated that these initiatives will be effective recruitment and retention strategies as the City competes for a diverse workforce to deliver efficient services to the residents of North Little Rock.

The Wellness Plan

In partnership with the City of North Little Rock’s Employee Wellness Committee and the Mayor’s Office, all City departments are encouraged to engage their employees in the Fit 2 Live Employee Wellness Plan. The Wellness Plan addresses six components of a healthy lifestyle: 1) healthy eating, 2) physical activity, 3) tobacco cessation and prevention, 4) chronic disease management, 5) stress management, and 6) breastfeeding.

Goals of the Plan are to:

1. Maintain a wellness committee infrastructure that includes department representatives to introduce wellness programs that are available to all City departments.
2. Raise awareness among employees regarding the importance of lifestyle behaviors that promote good health and provide information on how to make changes to reduce their risk for chronic diseases.
3. Implement activities and workplace environments that promote and support the six components of a healthy lifestyle.
4. Solicit ongoing employee feedback in planning and implementing programs that meet the needs and interests of employees.

Administration

The Fit 2 Live Coordinator, with guidance and assistance from the City of North Little Rock's Employee Wellness Committee, will design and oversee the Employee Wellness program. The Arkansas Department of Health's Worksite Wellness website (<http://www.healthy.arkansas.gov/programsServices/chronicDisease/Pages/WorksiteWellness.aspx>) and Arkansas Coalition for Obesity Prevention's Worksite Wellness team will serve as resources for administering the program.

Administrative Responsibilities

Wellness Committee: The City of North Little Rock desires to create and maintain an Employee Wellness Committee. The Wellness Committee is a team of employees who meet formally to identify goals and strategies to encourage healthy workplace behaviors and create healthy workplace environments. The Wellness Committee's membership is comprised of Wellness Leaders representing a cross section of the employee population, representatives from the City's health care and wellness partners. It is recommended that the committee include at least one committee member with an identifiable disability.

Committee Chair and Member Responsibilities: The Fit 2 Live Coordinator will serve as Employee Wellness Committee Chairperson. Committee members may be asked to spend up to four (4) hours per month to prepare and execute the City's Wellness Plan. As work schedules allow, these activities are encouraged, but not required, to be included in an employee's work plan.

Wellness Leader: Each department head of departments with ten or more employees is invited and encouraged to designate a Wellness Leader who will serve for a 2-year renewable term. The department's Wellness Leader should possess the interest, enthusiasm and willingness to serve in this role. A health-related background is not necessary to serve as a Wellness Leader. In collaboration with management and employees, this person is responsible for serving as a member on the Employee Wellness Committee to participate in the development, implementation, and evaluation of the Wellness Plan. Leaders are asked to promote and encourage employee completion of annual wellness surveys in their department.

Plan Guidelines

I. Creating an Employee Workplace Wellness Infrastructure

1. **Measurable Wellness Program Objectives:** The primary goal for Wellness Leaders is to ensure that an annual Wellness Plan (with measurable objectives) is developed by the Wellness Committee, making certain that progress on meeting objectives is monitored at least annually. Objectives shall address the six primary components of a healthy lifestyle as well as the Plan's four goals (pg. 1).
2. **Financial Resources for Wellness Activities:** The Employee Wellness Program may utilize available resources within government and the community (grants, non-profits, community-based organizations) in addition to discounted services from the private sector that may be made available. Wellness Committee activities will be conducted in accordance with the Arkansas Ethics Commission guidelines (<http://www.arkansasethics.com>). All questions concerning the legality of donations of any product or service will be referred to the Legal Department.
3. **Communication and Promotion:** City departments are encouraged to promote available wellness programs and other available resources such as health care services, assistance programs, physical activity programs, tobacco cessation programs (such as "Kick the Nic"), and other wellness-related programs available to employees. Wellness programs and news will be communicated to city departments through Wellness Leaders. The bi-monthly employee wellness newsletter will be distributed to employees via email, paper distribution or through paycheck envelopes. Wellness Program information will be made available to new employees during orientation.
4. **Quality and Accessibility:** Part of the Wellness Plan will include a system for routinely monitoring the quality of and employee access (to the extent it is feasible) to the wellness programs provided. The Fit 2 Live Coordinator is responsible for designing a standard evaluation plan and discussing findings with the Employee Wellness Committee and staff to ensure all employees receive the same level of service and support. To the extent that work schedules, space and resources will allow, City departments will endeavor to provide flexibility within current policy guidelines to allow for and support participation in wellness activities.

Reasonable accommodations shall be made, pursuant to current City policy and guidelines, for individuals with disabilities. Technical assistance and information is available from Partners for Inclusive Communities - UAMS (www.uams.edu/partners).

Information sent to employees on wellness programs will include the following: "The City of North Little Rock is an Equal Employment Opportunity employer and is committed to providing reasonable accommodations to employees with disabilities who are participating in the City's Wellness Program. If you have a need for reasonable accommodations, please contact _____ at phone _____."

5. **Liability Issues:** Participation in wellness activities is voluntary; and, therefore, the City is not liable for injuries sustained to employees during their participation in these activities. As a general reference, injury that occurs during non-pay status is not compensable. Non-pay status is defined as before work, after work and non-paid time during the normal workday. Employees will be informed of the above information by the Wellness Leaders.

The City strives to maintain a safe and healthy environment for its employees, and its Safety Director will provide information and guidance in the development of safety and maintenance criteria for wellness areas to ensure that equipment and areas for wellness activities do not present hazardous conditions. It is recommended that any fitness equipment with moveable parts be light commercial or commercial grade quality.

6. **Sample Liability Release Forms and Signage Language:** All employees shall be required to sign a "Wellness Activity Waiver Form" prior to participating in any employee wellness activity/event that involves physical movement. This liability release form covers organized and individual wellness activities at the workplace as well as team or organized wellness events held off-site. Signed forms may be kept in designated files retained by the Fit 2 Live Coordinator. Signs posted in exercise areas will remind employees that participation is at their own risk and that any unsafe conditions should be reported immediately to the designated department contact. Directions for safe use of equipment will be posted in the area.

II. Improving Access to Healthy Food Options in the Workplace

Please refer to the City of North Little Rock's Healthy Food Options guidelines.

III. Increasing Employee Levels of Physical Activity in the Workplace

The City of North Little Rock encourages participation in activities and events that include opportunities for physical activity by:

1. **Identifying physical activity opportunities**

Examples include provision of map with walking routes and local attractions, identification of recreational and exercise facilities on or near worksite and in general community, organization of walking groups, and other group activities.

2. **Providing encouragement from department leadership to engage in physical activity**

Examples include community promotion of healthy lifestyles, leadership promoting physical activity for employees, and group leadership serving as role models for physical activity.

3. **Providing activity space**

If available, space may be made available for wellness activities in City-owned properties. Prior approval must be obtained through the Mayor's Office with the understanding that the granting of the space may be short-term. Use of City facilities will not interfere with the intended purpose of the facilities.

IV. Supporting Tobacco Prevention and Cessation

1. **Tobacco Prevention Programs:** The Employee Wellness Program shall provide education on the consequences of both smoking and smokeless tobacco use and strategies for avoiding use by employees and their families.
2. **Tobacco Cessation Programs:** Departments and their Wellness Leaders will make information available on tobacco cessation resources and benefits available through the City Health Plan, the Arkansas Tobacco QuitLine, and any applicable Employee Assistance Programs (EAP):
 - a) City Health Plan. Pharmaceutical tobacco cessation aids, including free over-the-counter generic nicotine replacement therapy patches and counseling benefits are covered through QualChoice. Plan members who want more information on this resource are encouraged to visit <https://www.qualchoice.com/members/qcare.aspx>.
 - b) Arkansas Tobacco QuitLine. 1-800-QUIT-NOW (1-800-784-8669). Offers free and confidential support from trained quit coaches 7 AM to 2 AM- 7 days a week to all Arkansans who want to quit using tobacco.

V. Managing Chronic Disease

1. The City of North Little Rock funds the operation of the North Little Rock Employee Wellness Clinic offering cost-free medical services to all employees of the City, including screenings, flu shots and other non-critical medical services. Employees are encouraged to get annual physicals, which will test for indicators of chronic disease such as high blood pressure, high cholesterol, high blood glucose and high Body Mass Index.
2. The City encourages employees with chronic conditions to seek regular treatment and monitoring by specialists.
3. The City supports lifestyle changes to prevent or alleviate chronic conditions.

VI. Reducing and Managing Stress

1. **Stress Reduction and Management Training:** The City recognizes the importance of stress reduction for its employees. Departments are encouraged to facilitate or provide stress management training for managers and supervisors to improve supervisory skills and reduce conflict and stress in the work place. Training may also be offered to employees who want to improve their time management and stress reduction skills. Management and employees are encouraged to take advantage of resources offered. Stress management programs will be an ongoing component of the Wellness Plan.
2. **Breaks and Lunch Time:** Every effort will be made by City departments to ensure that employees receive time for lunch and appropriate breaks from repetitive and stressful work functions during the workday to help prevent stress and injury.

VII. Lactation Support

This section is in compliance with The Patient Protection and Affordable Care Act (H.R. 3590) which was signed into law on March 22, 2010.

Research has shown that lactation support is beneficial to the working, nursing mother and her child, as well as to employers, by decreasing medical expenses, reducing absenteeism, increasing employee retention, and improving morale in the workplace. This section is intended to provide a general outline of the minimum level of support to be provided to employees who are nursing their children. Departments may adopt additional areas of support that are consistent with this section.

The City of North Little Rock desires to assist working mothers with the transition back to work following the birth of a child by providing lactation support. A lactation support program allows a nursing mother to express breast milk periodically during the work day.

Pursuant to Section 4207 of the Patient Protection and Affordable Care Act, the City will provide:

1. A reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child's birth each time such employee has need to express the milk; and
2. A place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.

The City is not required to compensate an employee receiving reasonable break time under paragraph 1 immediately above for any work time spent for such purpose. If time is needed beyond the regularly scheduled paid break times, City departments will make reasonable efforts to allow the employee to use paid leave or unpaid time for this purpose.

Employee Responsibility:

1. Storage. The employee will be responsible for clearly marking and storing her expressed breast milk. Storage is allowed in any refrigerator that the employee normally has access to.