

ORIGINAL
STAMPED IN RED

RESOLUTION R-2008-054

Supporting the Better Me Employee Wellness Program

WHEREAS, in December, 2005, following the grand opening of the Charles R. Drew Wellness Center, the City of Columbia began its employee wellness efforts to aid and encourage employees to maintain good physical and mental health; and,

WHEREAS, health promotion efforts serve to educate and reinforce employee health, awareness and healthy lifestyles choices; and,

WHEREAS, the fitness and good health of the City's employees ensures that our citizens receive the benefit of more productive employees, and provides for strategies to control health care expenditures; NOW, THEREFORE,

BE IT RESOLVED this 17th day of December, 2008, that the Mayor and City Council of the City of Columbia support the implementation of the *Better Me Employee Wellness Program*.

Requested by:

Employee Wellness Committee



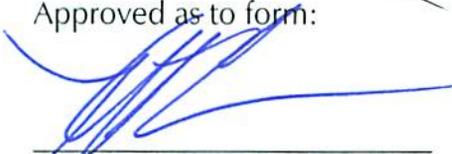
Mayor

Approved by:



City Manager

Approved as to form:



City Attorney

ATTEST:



City Clerk

Introduced: 12/17/2008

Final Reading: 12/17/2008



Corporate Wellness Campaign Revised – October 31, 2008

One Mission, One Message, One Columbia

Policies and Guidelines

The following guidelines are outlined to govern proposed programs for the City of Columbia Employee Wellness Program. It is anticipated that as more programs are proposed, additional guidelines may need to be established.

These guidelines provide a general outline to conduct the *Better Me Employee Wellness Program* and should not be considered legal advice. All components of the City of Columbia Employee Wellness Program will require legal review.

Health/Wellness Screening

Health Risk Assessments (HRA) and other health screenings will be made available at no charge to all fulltime employees. Participation should be encouraged through incentives.

The Employee Health Clinic, as feasible, will conduct portions of these screenings.

Participation

All employees covered by the City's insurance policy, are eligible to participate in the *Better Me Wellness Program*. To the extent funds are available, part-time employee participation is encouraged.

Immediate family members of the primary covered employee are eligible to participate in the programs for a nominal fee to cover the cost of participation. Participation in the *Better Me Wellness Program* is not mandatory, but does provide a great way to try something different, cultivate relationships with teammates, and qualify for wellness points.

Gym Membership Reimbursement

Gym membership dues will be **reimbursed** based on the following criteria:

- Completion of a Health Risk Assessment/Personal Health Assessment each calendar year
- Maximum reimbursement of \$160 per fiscal year
- Participant must show proof of a minimum of 12 separate days per calendar month
- In order to receive the reimbursement participant must provide: facilities with a billing system, a copy of the bill for the requested month with an attendance report; or, recreation centers and other facilities that do not bill, a letter indicating monthly attendance statistics on their official letterhead, showing specific dates of attendance and fees charged and paid.
- A request along with documents for reimbursements must be submitted to Department Heads.
- It is the responsibility of the employee to make the necessary arrangements with the gym to provide "proof of attendance."

If a Gym has an "enrollment" or "initiation" fee the employee must pay the fee up front and will be reimbursed after they have provided proof of attendance of 12 visits for one calendar month.

If the employee fails to attend at least 12 times per calendar month, they will not be reimbursed for that period. The employee will not be reimbursed if they enrolled in a gym during the middle of a calendar month; therefore, are unable to attend 12 times that month.

Each department head should be responsible for identifying and allocating funds for gym reimbursements.

Incentives

In order to encourage employees to participate in the *Better Me Employee Wellness Program* the following incentives are proposed:

- If it is determined that employees are required to pay a portion of their premiums, premiums could be discounted based on participation
- Provide prizes in the form of gift certificates, t-shirts, etc...
- For consistent participation provide money for a health savings account.

Other

The Committee recommends that the City offer a pre-tax Health Savings Account which allows for funds to be rolled over from one year to next as part of the employee benefit plan instead of the existing Flexible Saving Account. An FSA allows money to be deducted from an employee's paycheck pre-tax and then spent on qualified expenses at the end of the calendar year. A major drawback is the "use it or lose it" rule.

Policy

Adopt and require General Services/Department Heads to enforce a City policy that requiring a minimum of one healthy food option and a minimum of one healthy beverage option at meetings and events.

Adopt and require General Services/Department Heads to enforce a City policy that on-site canteens and vending machines in City facilities offer a minimum of 25% "healthy" food and beverage options at the start of a new fiscal year. "Healthy" food is low in fat and saturated fat, containing limited amounts of cholesterol and sodium. If it is a single-item food, it must also provide at least 10 percent of one or more of vitamins A or C, iron, calcium, protein, or fiber.

Procurement of vending services should be handled for all City facilities by the Purchasing Department. In the meantime, vending machine operators should be asked to voluntarily include healthier beverages and snacks for purchase.

Note that all programs must comply with the ADA, HIPPA, and other applicable laws.

WELLNESS CHALLENGE AND ACTIVITIES

The first step towards improved health is getting individuals to take an interest in their personal health and to participate in a wellness program. The *Better Me Employee Wellness Program* is designed to engage employees from day one with visually appealing, easy-to-read materials that raise awareness, provide motivation, and build self-confidence.

Wellness begins with accurate assessments of each person's health status. The initial challenge activity will be to conduct confidential Health Risk Assessments (HRA), providing employees with valuable information about their own health risk. This kind of personalized, confidential information is the best tool for motivating individuals to make improvements in their health and lifestyle. The HRA also will provide aggregate data to guide the All-Health Program Team in creating appropriate program offerings.

Each Department Head should establish a wellness committee with team captains expected to disseminate information, track and monitor employee participation and progress in various wellness activities scheduled throughout the year by the All-Health Program Team.

It is recommended the Executive Committee and All-Health Program Team work together to develop a mission statement to be promoted through education efforts spearheaded by Team Captains, and the Employee Special Activities Committee.

It is proposed that a website or other online enrollment data tracking system be established to allow employees to input accomplishments and points accrued, as well as for review and analysis in determining the effectiveness of the *Better Me Employee Wellness Program*. The online feature should include a blog, health tips, nutrition and cooking tips, and events calendar.

All participants will receive a *Better Me Employee Wellness Program* welcome packet with detailed challenge instructions. Establish Team Captains (and team sizes) and their responsibilities for new and on-going challenges beginning January 1, 2009 with an overall goal to improve the health status of employees, as well as to renew the city's designation as a Fit Friendly Company through the American Heart Association.

The *Better Me Employee Wellness Program* kick-off challenge is simply to:

Step by Step Challenge Goals:

1. Assess health
2. Increase physical activity among employees
3. Increase educational awareness among employees about the benefits of physical activity
4. Motivate employees toward making positive health behavior changes
5. Collect data to support future program decisions

Step by Step Challenge Objectives:

1. 25% employee participation
2. 85% of participants able to list the benefits of physical activity by the program's end.
3. Achieve a 90% participant completion rate
4. Obtain at least a 50% success rate for participants reaching the goal of 10,000 steps a day.

Guidelines:

Acquire a minimum of 250,000 steps during the month of December 2008 to earn a sweat bag. Participants earning 300,000 steps/points or more, will be included in a drawing for prizes.

A wide range of activities have been identified for participants to get active and earn wellness points. Steps/points will be calculated using the "Activity Conversion Steps" handout. During the challenge, team points will be tallied and posted. Prizes will be awarded for various levels of physical activity.

Bonus points may be awarded for participating in local health and wellness related activities, annual checkups, and other health and wellness related events sponsored by the City of Columbia, including the City Manager's Cup, Lunch "n Learn, etc.

Online Weight Loss Challenge

Those who wish to can enter into the "Losing Big - City of Columbia" contest. Winners will be determined by biggest percentage of weight loss and most pounds loss. Prizes for first, second, and third will be provided, as well as bonus steps/points for the top ten finishers in each category. The other option is to serve as a host city for *Weigh to Give* allowing participants to raise money for a choice charity, i.e. United Way. The City of Columbia would receive a free webpage as part of the program to include IT support. Each participant would also receive their own webpage to announce their involvement and to secure sponsorships from friends and family. For example, a person sets a weight loss goal and asks a sponsor for a donation based

on the projected weight loss goal i.e. \$1 a pound or .50 a pound. Then, the sponsorship money goes to the charity. If this is designated for the United Way 75% would go to the United Way and 25% would go to Foundation for Caregivers organization, which sets up the event. Carnegie Mellon University is working with the Foundation for Caregivers to conduct a scientific study of the results; gathering data on weight loss in the U.S.

WELLNESS EDUCATION AND COMMUNICATIONS

Wellness education programs are designed to support competition/challenge activities and to reinforce messages communicated to employees. For example, an online nutritional goal monitoring and tracking system should be purchased to coincide with a competition/challenge emphasizing a healthy diet. The service should provide a separate access code for each employee and training for one month licensing of service to review eating habits and development of customized menus based upon personal food choices.

As part of the Healthy Cooking School, monthly classes should be offered to employees, focusing on quick and easy recipes that will fit into a healthy eating plan. Downtown and Five Points Merchants also will be asked to provide and/or assist with the development of a dining guide listing restaurants with healthy menu options. A pre-produced guide on healthy fast food options also will be printed in-house for distribution.

It is recommended the City of Columbia through the **Employee Health Clinic** offer a One Pound A Week Weight Loss program, promoting a healthy approach to weight loss with long lasting results. Offering weigh-ins at the Employee Health Clinic also provides continuity and support for successful behavioral change.

One Pound A Week Weight Loss will begin January 1, 2009

Guidelines:

Employees will weigh-in weekly at the Employee Health Clinic each week for 12-weeks. Those losing one pound a will receive a movie or gift certificate at the end of the challenge.

Pound A Week Goals

1. Increase physical activity among employees
2. Increase educational awareness about healthy weight loss through physical activity and a balanced diet
3. Motivate employees toward making positive behavioral changes
4. Collect data to support future program decisions

Pound A Week Objectives

1. 50% of participants reach goal of one pound a week weight loss
2. 85% of participants able to list the benefits of physical activity and a balanced diet by the program's end.
3. Achieve a 90% participant completion rate
4. Obtain at least a 50% success rate for participants reaching the goal of 10,000 steps a day.

Departments should explore options of hanging framed posters to promote health everyday at divisional meeting places, lunch and break rooms. Pre-printed posters measuring 18"x24" can be purchased and replaced to reflect monthly National Health Observances. Local affiliates of national agencies should be contacted to provide brochures and other materials to support monthly themes on Wellness Wednesday. Suggested topics for the first quarter include:

- *January:* Glaucoma Awareness Month, and National Birth Defects Month

- *February*: Heart Health Month, and National Wear Red Day
- *March*: National Kidney Month, Workplace Eye Health and Safety Month

Lunch n' Learn educational sessions should be facilitated through the Employee Assistance Program. First quarter topics:

- Coping with Change
- Stress Reduction
- Holiday Stress Management

During the soft launch of the City of Columbia Wellness Campaign, the City Manger announced the release of a confidential Employee Wellness Interest Survey in an effort to ensure the wellness program meets employees' needs. A few weeks later, the City Manager announced the survey results, and the sole purpose for which the results would be used (wellness programming) and the kickoff date.

Detail information about the ***Better Me Employee Wellness Program*** should be released to all city employees approximately two weeks before the kickoff at the annual employee luncheon on October at Capital City Stadium. At the event, employees will find representatives from wellness-related organizations, as well as presentations to celebrate the launch of the ***Better Me Employee Wellness Program***. Web links and/or other sources to access answers to **Frequently Asked Questions** will be provided to gain a general understanding about the City of Columbia's Corporate Wellness Campaign/Program Guidelines, Competition/Challenge Criteria, and Education and Events Schedules.

Under the guidance of the All-Health Program Team, a logo has been designed and should be displayed on all communications about the ***Better Me Employee Wellness Program***.

Health and Wellness should be the theme for the City of Columbia 2009 calendar and at least one story produced to air on Channel Two with the City Manager speaking on the benefits of the ***Better Me Employee Wellness Program***. A minimum of one video should be produced monthly, featuring employees in a Wellness Leader Spotlight.

The ***Better Me Employee Wellness Program*** should be promoted on the City of Columbia's website under the Human Resources Department. Each webpage should include standard and dynamic information about wellness-related benefits, All-Health Program Team and Executive Committee Members, upcoming events, fitness and nutrition offerings, and general health related resources.

Departments Heads are asked to purchase acrylic wall frames (preferably with a customized heading), to mount to bathroom and stairwell doors to insert 8.5"x11" sized posters to promote health and wellness.

A modest budget should be established for contractual services for graphics design and printing not limited to:

- ***Better Me Employee Wellness Program*** welcome packet
- Table-sized flyers/table tents, posters, stickers to be placed on healthy food options, birthday cards/annual physical reminder
- Window shade/pull screens (two or three)
- Pocket/wallet-sized health journals
- Competition/challenge journals
- Two street-sized mesh banners



One Mission, One Message, One Columbia

COUNCIL POLICY CITY OF COLUMBIA

SUBJECT: CANTEENS AND PUBLIC VENDING MACHINES

It is the goal of the City of Columbia and in the interest of public health to provide healthy options in all canteens and vending machines located in City of Columbia facilities.

The purpose of this policy is to establish minimum nutritional standards for food and drinks appropriate for vending at City of Columbia facilities and set guidelines for vendors to stock machines.

The nutritional standards are based on nutritional guidelines of the American Heart Association Heart Healthy Company designation, and Richland County School District One Healthy and Nutrition School Environment policy.

POLICY:

All canteens, vending machines, beverages and snacks made available at City of Columbia facilities shall meet the following minimum nutritional standards.

- 1) Beverages: 25% of beverages are limited to a portion size no greater than 12 ounces (excluding milk, water, or sports drinks).

Note: If juices are available in smaller sizes portions (6 ounces), would be preferred.

- A. Beverages offered in each vending machine shall be one or a combination of the following:
 - i. Water
 - ii. Non-fat or 1% low fat milk (including soy or cow's milk, chocolate or other flavored milk not containing more than 15 grams of added sugar per 250 gram serving or 3 tsp sugar per 1 cup milk)
 - iii. 100% fruit/vegetable juice
 - iv. Fruit based drinks containing at least 50% juice and no added artificial sweeteners
 - v. All other non-caloric beverages, including diet sodas
 - vi. Sports Drinks

Public Vending Machines in City Facilities (2 of 3)

2) Snacks/Foods: 25% of snacks/foods offered in each vending machine shall meet all the criteria in Section A per individual package:

A. Criteria per individual package

- i. No more than 250 calories and 8 grams of fat or less
- ii. Not more than 30% calories from fat with the exception of nuts and seeds; snack mixes and other foods of which nuts are a part must meet the 30% standard
- iii. Not more than 10% of calories from saturated fat and 1% of calories from trans fats
- iv. Not more than 35% total weight from sugar and artificial sweeteners with the exception of fruits and vegetables that have not been processed with added sweeteners or fats
- v. Not more than 360 mg of sodium per serving

B. At least one item meeting the snack criteria in each vending machine shall also meet the FDA definition of "low sodium" (less than 140 mg per serving)

C. It is recommended that vending machines have items that contain at least 2 grams of dietary fiber

D. It is recommended that snack foods do not contain trans fats added during processing (hydrogenated oils and partially hydrogenated oils)

PROCEDURE:

The minimum nutritional standards, based on the American Heart Association Heart Healthy Company designation, shall apply as follows:

1) Facilities:

All canteens and vending machines in City of Columbia.

- 25% of the contents of the snack vending machines located in these facilities will be required to meet the nutrition standards.
- 25% of the contents of the drink vending machines located in these facilities will be required to meet the nutrition standards.

2) Implementation

The policy shall be implemented within a reasonable timeframe upon final approval by the City Manager.

3) Consultation

Designated City of Columbia staff will be available to consult with vendors on item placement in canteens, machines, healthy item identification strategies, and consumer education.

Public Vending Machines in City Facilities (3 of 3)

Approved Healthy Items	Excluded Items
Low Fat Popcorn	<ul style="list-style-type: none"> ▪ Pop secret 94% Fat Free ▪ Jolly Time Healthy Pop ▪ 94% Fat Free Orville Redenbacher
Whole Wheat Crackers	<ul style="list-style-type: none"> ▪ Wheat Thins Multi-Grain ▪ Triscuits, any flavor
Baked Tortilla Chips	<ul style="list-style-type: none"> ▪ Snyder's White or Yellow Corn ▪ Frito Lay Baked Tostitos Scoops
Rice Cakes	<ul style="list-style-type: none"> ▪ Quaker Multigrain Cakes, any flavor
Unsweetened Cereal	<ul style="list-style-type: none"> ▪ Post Shredded Wheat ▪ General Mills Cheerios ▪ Kashi Go Lean
Granola Bars	<ul style="list-style-type: none"> ▪ Kashi Chewy Granola Bars, any flavor ▪ Kellogg's Raisin Bran Crunch ▪ Nature Valley Maple Brown Sugar ▪ Nature Valley Oats 'N Honey ▪ Nature Valley Pecan Crunch ▪ Nature Valley Peanut Butter ▪ Nature Valley Roasted Almond
Dried Fruit	<ul style="list-style-type: none"> ▪ Sun Maid raisins, Currants, Fruit Bits, Apricots, Figs ▪ Sunsweet Apricots and Dried Plums ▪ Fruit & Veggie Crunchies, Strawberries, Raspberries ▪ Stretch Island Fruit Leather, any flavor
Nuts and Seeds	<ul style="list-style-type: none"> ▪ Blue Diamond Almonds

Approved Healthy Items

- Fresh Fruit
- Canned Fruit (lite or packaged in own juice)
- Mini Carrots and Other Pre-Packaged Vegetables
- Salad with Low-Fat/Non-Fat Dressing
- Canned Vegetable-Based Soups
- Yogurt
- String Cheese
- Low-Fat Pudding

Approved Healthy Items

- Water
- Non-Fat and 1% low-Fat Milk, flavored and unflavored
- 100% Fruit and Vegetable Juices
- Tea – regular and Herb Teas – hot or cold; unsweetened

In addition to the approved items, healthier options include:

Healthier Options

- Animal Crackers
- Baked Chips
- Chex Mix
- Graham Crackers
- Goldfish Crackers
- Pretzels

- The American Academy of Pediatrics does not recommend peanuts and tree nuts before the age of 3 due to the risk of food allergies and whole peanuts and tree nuts before the age of 4 due to the risk of choking.
- Peanuts and tree nuts and products containing these ingredients should not be served to children, or in the same location/facility of children, who have a nut allergy.
- Please note that this is not an exhaustive list and inclusion on this does not serve as an endorsement by the City of Columbia.