

**CITY OF STANWOOD
Stanwood, Washington**

RESOLUTION 2021-02

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,
AMENDING THE CITY'S PERSONNEL POLICY MANUAL TO
INCLUDE EMPLOYEE WELLNESS PROGRAM INCENTIVES AND
AN EMPLOYEE RECOGNITION PROGRAM**

WHEREAS, on May 28, 2009, the City Council approved by motion a Personnel Policy Manual; and

WHEREAS, the City Council recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health practices; and

WHEREAS, the City Council further recognizes that improvements to employee health, achievable through active workplace health promotion programs, and incentives can result in better morale, reduced absenteeism, and enhanced productivity and performance; and

WHEREAS, in addition to recruiting and hiring talented and highly qualified employees, recognition of hard work by City employees and innovative approaches to the tasks of City employees helps to develop good morale, and

WHEREAS, acknowledging staff efforts to work hard, and work with a goal of greater efficiency and productivity, promotes longer retention of the talented and high-quality employees of the City; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Personnel Policy Manual amendments for all employees of the City of Stanwood, Washington, a copy of which is attached hereto and incorporated herein by this reference is hereby adopted.

Section 2. Severability. The various parts, sections and clauses of this Resolution are hereby declared to be severable. If any part, sentence, paragraph, section of clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Resolution shall not be affected thereby.

Section 3. Effective Date. This Resolution shall take effect on May 14, 2021.

PASSED AND APPROVED by the City Council of the City of Stanwood this 13 day of May, 2021.

CITY OF STANWOOD

By: 
Elizabeth Callaghan (May 14, 2021 12:48 PDT)
Elizabeth Callaghan, Mayor

ATTEST:

By Sara Robinson
Sara Robinson, City Clerk

**CITY OF STANWOOD
PERSONNEL POLICY MANUAL EXCERPT**

808 Employee Wellness Program and Committee

The City of Stanwood recognizes that its employees are critical to the quality and efficiency of local government services. The health of its employees directly affects their ability to perform their job duties and provide services to its citizens. The health of employees also has a direct effect on the costs to the City. The City recognizes its need to contribute in a positive way to the health and well being of its employees. This policy is established as a means to provide information and activities to City employees to encourage health and safety in the work environment.

- **Goal.** To support wellness in the workplace by creating a wellness program of health education and fitness activities that meets the needs and interest of the employees.
- **Scope.** All City of Stanwood employees including fulltime, part-time and temporary.
- **Voluntary Participation.** Employee participation in the programs and activities are voluntary.
- **Wellness Program Committee.**

Membership: The Wellness Committee is made up of at least five (5) members representing each department and the City Administrator's Office, one of which shall be the Committee's chairperson. Membership on this committee is voluntary.

Members of each department shall be appointed by the department director.

- **Duties:** The duties of the committee are to:
 - Provide enthusiastic support of the purpose and goal of the Wellness Committee.
 - Act as a liaison between the Wellness Committee and the employees to represent the interest, needs, and opinions of the employees.
 - Help plan, implement, and promote wellness programs.
 - Provide peer support and advocacy to boost wellness program participation.
 - Prepare an annual budget for program support.
 - Share responsibilities to lessen the workload impact on the Chairperson.

- Perform evaluation of ongoing programs and activities.

The duties of the chairperson include:

- Setting the time and place of the meetings.
 - Communicating with all members of the Committee to coordinate meeting dates and times.
 - Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
 - Managing the agenda and discussion of the meeting.
 - Provide communication to the City Administrator.
- **Meeting Schedule.** The Wellness Committee shall meet monthly, or as needed during regular business hours.
 - **Term.** Members of the Wellness Committee will serve an indefinite term.
 - **Attendance/Termination.** If a member has more than ~~five (5)~~ three (3) unexcused absences, the Committee may vote to remove that member from the Committee.
 - **Incentives.** Employees are permitted to participate in wellness activities a maximum of two (2) hours per month during regular working hours provided the activities are not in direct conflict with daily operating or needed public services.

Employees who participate in three (3) or more activities annually, are eligible to win a "Wellness Paid Day Off" through a random drawing conducted each December.

- **Program Activities.**
 - Behavior change programs such as nutritional information, stress reduction, smoking/tobacco use cessation and weight management.
 - Motivational programs such as interdepartmental employee group challenges and awards for healthful eating, exercise and stress reduction programs.
 - Information and awareness programs such as flyers, paycheck stuffers, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes.
 - Participate in the AWC Well Check programs, when offered.
 - To explore opportunities to develop and institute additional wellness incentives and policies that contributes to the health and wellbeing of employees and their family members.

809 Employee Recognition Program

Program Goal

The goal of the Employee Recognition Program is to provide a means to formally honor and recognize City employees who have demonstrated excellence and extra effort in their job performance.

Award Categories

There are two award categories: demonstration of a superior, extra effort performance in the areas of 1) external customer service and 2) internal customer support

Criteria

External Customer Service:

- Creative solutions to customer problems
- Regularly going the "extra mile" to exceed customer expectations
- Developing customer loyalty and support (evidenced by oral or written comments)

Internal Customer Support:

- Providing peer staff with information or backup assistance
- Offering support and useful advice, even when not requested
- Helping peers avoid or solve problems outside their normal scope of duties

Timing of Awards

The awards are given annually in June, totaling two awards.

Description of Award

Each award will consist of the following:

- A certificate to be presented to the individual
- Formal mention on City of Stanwood social media platforms
- One day paid time off *

* Employees must obtain supervisory permission when scheduling their time off.

Awards Committee

The awards committee will be comprised of four city staff members; one from each Division. In the event consensus cannot be reached, the Mayor/City Administrator shall appoint one at-large staff person to serve on the awards committee.

Member Selection

There will be an annual Citywide vote to elect members to the Awards Committee. All City employees will vote for one person within their respective division to be on the committee. City managers and directors may also be nominated.

Survey results will be sent directly to the Mayor/City Administrator who will tally the votes by division. The person with the most votes in each division will be that division's representative on the Awards Committee.

Award Nominations

Award nomination survey ballots will be distributed Citywide one month prior to award presentation time. Only regular City employees are eligible to vote and to receive awards. Members of the Awards Committee cannot be nominated for awards during their year of service.

The Awards Committee is responsible for reviewing all ballots and making the final decision on the award winners. The Awards Committee will establish the criteria for final selection of award winners. The committee may choose to do it by number of votes, by quality of reasons for nomination, or a combination of both, depending on the number and type of nominations received each year.

The Awards Committee reserves the right not to select any winners during an award period.