

<b>COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 320.1 through 320.4	Page 1 of 3
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> April 23, 2019
<b>SUBJECT:</b>  Workplace Wellness	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors April 23, 2019 ; to become effective April 23, 2019	

### 320.1 General Provisions

It is the objective of the County to provide access to a workplace wellness program that supports the health and well-being of all Prince George County employees. All participation will be on a voluntary basis.

### 320.2 Wellness Components

The Prince George County Workplace Wellness Program provides wellness resources to all employees of the County in four primary areas concerning healthy lifestyle: healthy eating, physical activity, tobacco avoidance and cessation, and stress management. Information regarding the Workplace Wellness Program will be provided to new employees at the time of new employee orientation. There are many opportunities to incorporate wellness initiatives within the County – from employee wellness activities to community gatherings. Some examples of initiatives would be the annual employee wellness fair with health screenings, live demonstrations on topics related to healthy lifestyles and nutrition, expanding options for healthy, nutritious foods to be provided at meetings and events, and many other topics hosted at various County facilities such as the Central Wellness Center, Cooperative Extension, Parks & Recreation and Scott Park.

### 320.3 Responsibilities

The Wellness Leader is responsible for establishing and maintaining the infrastructure of the Wellness Program. The Wellness Leader will be designated by the County Administrator. In collaboration with management and employees, the Wellness Leader oversees the employee Wellness Committee and provides ongoing assessment and monitoring of the effectiveness of the Prince George County Workplace Wellness Program. The duties of the Wellness Leader include:

1. Serves as the main contact for the Prince George County Wellness Program to provide information on Prince George County's wellness program and represent the County at state level wellness meetings and training events.
2. In consultation with the Wellness Committee, develops an annual wellness plan with measurable objectives that address the primary components of a

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healthy lifestyle, reflects the needs and interests of employees, and offers all employees the same quality and access to programs.

3. Conducts annual evaluation on progress toward meeting the County's wellness plan objectives.

4. Works with County Administration to (a) follow the Wellness Plan, and (b) consider environmental policy recommendations brought forth by the wellness committee.

The Workplace Wellness Committee (WWC) is a team of employees, including a representative from the County's health insurance provider or third-party liaison, that meet formally to assist the Wellness Leader in identifying aims, goals and implementation strategies to encourage healthy behaviors at the workplace, advocate for policy change, and create health-friendly work environments. Committee members will be expected to be actively involved in programming, including participating on sub-committees.

The WWC is composed of representatives from various departments within County government, is representative of a cross-section of employment, and is reflective of the demographics of the employee population. Members should expect to be actively involved in planning and implementation of programming.

### **320.4 Committee Composition**

A fully staffed WWC will have the following set of representatives and additional consultative members:

- a. One staff member (at minimum) from at least six different County departments – for a total of ten County employees on the committee.
- b. One third party member (health insurance consultant company)
- c. One Wellness Leader, as appointed by the County Administrator or his/her designee
- d. Additional members serving in a consultative capacity, as desired by the committee.

Prior to the end of each fiscal year, the Workplace Wellness Leader will collect recommendations for new members from current committee members. The leader will then forward the names of suggested nominees to the County Administrator for final approval. Terms of service will be 2 years with five incoming representatives replacing five outgoing representatives each year (terms of the Wellness Leader and health insurance company consultant are indefinite and are not included in the rotational system).

The WWC will elect a wellness chair or co-chairs to conduct meetings and lead activities. In consultation with Prince George County Administration and

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Board of Supervisors, the Committee may hold fund raising activities and solicit donations from vendors to support employee wellness initiatives.

Fundraising activities and solicitation of donations will comply with County policy and guidelines. Committee members are charged with providing support and opportunities in the workplace for healthy eating, physical activity, tobacco avoidance and cessation and stress management. They are also charged with promoting employee awareness of healthy lifestyle choices and resources and benefits. Members can expect to lead components of programming and will spend approximately four hours per month on the workplace wellness committee activities.