

WORKPLACE WELLNESS POLICY

With the rising onset of physical and mental health problems in Georgia, the City of Stonecrest has a growing concern for their employees' health and wellbeing. Therefore, we are dedicated to helping employees reach optimal health and improve their quality of life.

The City of Stonecrest recognizes the benefits, to both employees and employers, of programs that promote and support workplace health promotion and wellness. The City of Stonecrest's workplace wellbeing program is designed to provide employees with the tools and resources they need to make positive lifestyle changes that result in better physical and emotional health and wellbeing. The program's goals are to:

- Reduce health risks by encouraging preventive care, healthy lifestyle choices, and management of chronic conditions. This can lead to decreased healthcare costs for both the employer and employee.
- Create physical fitness programs that promote physical activity through fitness challenges and on-site exercise facility, leading to improved physical health and reduced risk of chronic illness.
- Address mental health programs that can offer mental health awareness training, stress management workshops, and access to mental health resources, promoting emotional well-being and reducing stress and anxiety.

As part of the City of Stonecrest's commitment to wellness, a Health Promotion Champion has been appointed and a Benefits and Wellness Committee formed that will:

- Assess the well-being needs of employees through surveys, data analysis, and meetings.
- Propose and implement programs and initiatives that address identified needs. This could include workshops on stress management, healthy eating, physical activity, financial literacy, or mental health awareness.
- Actively engage employees in well-being programs and initiatives through communication, incentives, and recognition.

This policy will include up to thirty (30) minutes of the employees scheduled workday to engage in physical activity in support of this philosophy.

ACCOUNTABILITY

1. Supervisors will encourage and support employees in using their wellness break in order to decrease employee stress and help prevent overuse patterns from extended sitting computer use.
2. Employees are responsible for initiating and utilizing the wellness break in order to promote a healthier lifestyle.

PROCEDURES

1. A maximum of 30 minutes (paid break) in a given workday will be used to engage in a wellness activity, at the discretion of the supervisor.
2. Employees are required to work with supervisors/managers to ensure the wellness break does not impair the City's mission. Employees may not be granted a wellness break daily due to obligations and workload.
3. Wellness breaks can be taken in the form of:
 - Two (2) 15-minute paid breaks
 - One (1) 30-minute paid break

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4. Supervisors will encourage and allow staff to combine the designated wellness break with lunch breaks, not to exceed sixty (60) minutes combined break.
5. These wellness breaks would replace any previous breaks taken in the morning and afternoon.
6. Employees are strongly encouraged to engage in heart healthy activities such as walking, jogging, exercise, dancing, meditation, etc.
7. Employees are not permitted to end work early and exercise without returning to their worksite. However, an employee may be excused to exercise at the end of their workday if they report back to work before their departure for that day.
8. Employees must report to work in the morning prior to taking their 30-minute wellness break. Employees cannot report to work 30 minutes late to accommodate the exercise before their scheduled arrival time.
9. Employees must sign a waiver before utilizing the Health and Wellness Center, and follow all rules and regulations.