



# City Council Agenda Bill

# 20222

Bill Number

**Subject:** A resolution to commend the Wellness Committee and reaffirm support of the existing Wellness Program

**Summary Statement:** A resolution to commend the work of the Wellness Committee and reaffirm management and Council support of the Wellness Program. The Wellness Program promotes employee health and realizes benefit cost savings by meeting criteria to qualify for the Association of Washington Cities' WellCity Award. Receiving the WellCity Award for 2012 qualified the City to receive a 2% premium discount on employee Regence health premiums in 2014. Qualifying for the 2013 WellCity Award will qualify the City to receive a 2% discount on premiums for both Regence and Group Health premiums in 2015.

**Previous Council Action:** Resolution #2010-04 - A Resolution of the City of Bellingham, Washington, to Support Employee Health and Realize Benefits Cost Savings by Re-launching a Wellness Program.

**Fiscal Impact:** \$21,000 costs plus an estimated \$50,000 in staff time to achieve a 2% medical premium discount in 2015

**Funding Source:** Health Benefits Fund

**Attachments:** Resolution  
Wellness Program Standards  
Wellness Committee Mission and Vision Statements

Meeting Activity	Meeting Date	Staff Recommendation	Presented By	Time
Committee Briefing Council Vote Requested	09-Dec-2013	Pass Resolution	Allysa Bronson, Benefits and Payroll Manager	2 min

**Council Committee:**

Committee of the Whole  
Seth Fleetwood, Chair

**Committee Actions:**

**Agenda Bill Contact:**

A. Bronson 778-8224

Reviewed By	Initials	Date
L. Klemanski		12/3/2013
Mayor	KL	12-3-13

**Council Action:**

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY OF BELLINGHAM, WASHINGTON, TO SUPPORT THE WELLNESS PROGRAM, REALIZE BENEFIT COST SAVINGS THROUGH CONTINUED ACHIEVEMENT OF THE AWC WellCity Award, AND TO COMMEND THE WELLNESS COMMITTEE FOR ITS EFFORTS TO PROMOTE EMPLOYEE HEALTH.**

**WHEREAS**, the City of Bellingham (City) recognizes that employee health is related to lifestyle decisions and that many illnesses and injuries can be prevented by positive individual health practices, and

**WHEREAS**, the City further recognizes that improvement to employee health, achievable through active workplace health promotion programs and activities, can result in better morale, reduced absenteeism, and enhanced productivity and performance in serving the citizens of Bellingham, and

**WHEREAS**, the City is committed to retaining and supporting employees as a means of achieving its strategic legacy of quality, responsive City services, and

**WHEREAS**, the City has demonstrated its commitment to employee wellness initiatives by providing management support and funding of the Wellness Program, and

**WHEREAS**, the City has an interest in keeping employee benefits costs low by supporting active workplace health promotion programs and activities for the Association of Washington Cities (AWC) WellCity Award, and

**WHEREAS**, the Wellness Committee consults with Human Resources to develop the annual Wellness work plan aimed at qualifying for the AWC WellCity Award and promoting wellness, and

**WHEREAS**, qualifying for the AWC WellCity Award provides for a 2% premium discount of health insurance premiums, and

**WHEREAS**, the City acknowledges the criteria set forth by AWC in nine areas: policies and procedures; management support; Wellness Committee; wellness network and resources; needs assessment; worksite environment; operating plan; activities and interventions; and evaluation, and

**WHEREAS**, the City acknowledges the AWC WellCity criteria must be met to be eligible for the premium discount

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLINGHAM:**

City of Bellingham  
City Attorney  
210 Lottie Street  
Bellingham, Washington 98225  
360-778-8270

That City Council re-affirms its commitment to providing management support and funding for the Wellness Program and commends the Wellness Committee for its efforts on behalf of employee health, to achieve the criteria set forth by the Association of Washington Cities and to realize the benefits cost savings offered by the WellCity Award program.

**PASSED** by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Council President

**APPROVED** by me this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

**ATTEST:** \_\_\_\_\_  
Finance Director

**APPROVED AS TO FORM:**  
\_\_\_\_\_  
Office of the City Attorney

City of Bellingham  
City Attorney  
210 Lottie Street  
Bellingham, Washington 98225  
360-778-8270



**City of Bellingham  
Wellness Program**

**Vision Statement** (The change we want the plan to make): Foster a supportive, City-wide wellness culture where every employee feels equally valued and involved

**Mission Statement** (Why the program exists): Inspire & assist employees to take charge of their health and happiness



**2014**  
**WellCity Award**  
**Standards**  
and Roadmap to eWellCity

## AWC Trust WellCity Award

The AWC Trust WellCity Award recognizes members of the AWC Employee Benefit Trust that achieve nine standards of quality in employee health promotion. This includes cities, towns, and quasi-municipal entities. The 2014 WellCity Award recognizes accomplishments completed in 2013. Applications are submitted online using eWellCity, available at [www.awcnet.org/trust/ewellcity](http://www.awcnet.org/trust/ewellcity). The application deadline for the 2014 award is February 1, 2014.

### Three Levels of Recognition

Three levels of recognition encourage continuous growth and program longevity. Each award level has a minimum point requirement for each standard, 50% required participation in the annual Health Questionnaire by insured employees and spouses, and several specific required items which are indicated with an "R". The Award of Commitment requires having earned a WellCity Award in the preceding year, and for the Award of Excellence, the preceding two years. All three levels of the WellCity Award earn a 2% premium discount.

#### **WellCity Award of Achievement**

**90-140 Points**

Well done! Your city has demonstrated excellence in employee health promotion and has met the requirements for WellCity Award recognition. You have demonstrated that your wellness program has built a strong foundation for supporting employee health and productivity. This level of recognition requires a minimum of 90 points and the completion of all requirements indicated with an "R."

#### **WellCity Award of Commitment**

**90-140 points & earned award in preceding year**

You are on a roll now! Due to your hard work you have begun to witness changes in behaviors, knowledge and attitudes. This level of recognition requires a minimum of 90 points, the completion of all requirements indicated with an "R" and earning WellCity Award recognition in 2013.

#### **WellCity Award of Excellence**

**141-198 points & earned award in preceding 2 or more years**

Congratulations! You are on your way to long-term success. You have been successful at passing additional policies, collaborating with more partners, delivering more programs and enjoying the benefits of an integrated wellness program. This level of recognition requires a minimum of 141 points, the completion of all requirements indicated with an "R" and earning WellCity Award recognition in 2012 and 2013.

### WellCity Rewards – 2% Premium Discount

Members of the AWC Employee Benefit Trust who earn any level of the 2014 WellCity Award will receive a 2% discount on Regence BlueShield and Asuris Northwest Health medical plan premiums. The discount will be applied to 2015 premiums for active employees, spouses, and dependents.

## WellCity Standards

The WellCity Standards are based on current research and best practice models. These standards serve as guidelines for designing a workplace wellness program that has a positive impact on employee health and productivity.

For each of the nine standards, you must complete all required items as well as earn a minimum number of points. Standard 8 requires 50% participation in the annual Health Questionnaire by employees and spouses with AWC Trust medical insurance.

WellCity Standard	Maximum Points	Minimum Points	Required Items
1. Policies & Procedures	29	13	5
2. Management Support	24	20	5
3. Wellness Committee	17	8	2
4. Wellness Network & Resources	17	6	3
5. Needs Assessment	26	10	3
6. Worksite Environment	25	8	4
7. Operating Plan	11	8	8
8. Activities & Interventions	18	8	5
9. Evaluation	32	9	3
Total	199	90	38

## Standard #1: Policies & Procedures

The adoption, implementation and communication of supportive policies and procedures are instrumental in the development of a comprehensive, results-driven wellness program. For more information, see chapter 2 of the Workplace Wellness Planner and our on-demand webinar, "Developing Policies and Procedures."

Requirement		Maximum points allowed	Minimum points required	Menu(s)	Tab(s)
R	<p>1.1 The City Council formally approved the wellness program by policy, resolution or ordinance. The program has documentation establishing its public purpose and guidance regarding the nature of allowable activities.</p> <p><i>Upload the policy, resolution or ordinance to eWellCity.</i></p>	3	3	WellCity Award	Documentation
R	<p>1.2 An annual wellness budget of at least \$10 per full-time employee was allocated.</p>	3	3	Activities and WellCity Award	Timeline & Budget and Application
R	<p>1.3 The wellness program complies with HIPAA, GINA, PPACA, ADA, and other laws related to worker health.</p>	3	3	Committee	Training
R	<p>1.4 The following city policies support the wellness program:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operating procedures permit wellness committee members sufficient time to attend regular meetings and facilitate the program.</li> <li><input type="checkbox"/> A policy providing access to the wellness program by a broad range of employee groups, departments and shifts.</li> <li><input type="checkbox"/> A policy permitting employees to participate in some wellness programs such as health screenings or health education seminars during work hours.</li> </ul> <p><i>Upload a copy of each policy in order to receive points. Each policy is worth 2 points. If multiple policy statements are contained in one document, be sure to upload it in each location to earn all points.</i></p>	6	2	WellCity Award	Documentation



R	<p>1.5 The following city policies promote healthy behaviors: Worth 1 point each. At least 1 point from 2 different categories is required.</p> <p><b>Work – Life Balance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flex-time</li> <li><input type="checkbox"/> Job sharing</li> <li><input type="checkbox"/> Telecommuting</li> <li><input type="checkbox"/> Wellness day off</li> <li><input type="checkbox"/> Other</li> </ul> <p><b>Healthy Food Options</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vending machines</li> <li><input type="checkbox"/> Snack boxes</li> <li><input type="checkbox"/> Meetings</li> <li><input type="checkbox"/> Other</li> </ul> <p><b>Physical Activity Promotion</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exercise on work time</li> <li><input type="checkbox"/> Onsite exercise facility or equipment</li> <li><input type="checkbox"/> Gym membership discount</li> <li><input type="checkbox"/> Other</li> </ul> <p><b>Personal Care</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual break room</li> <li><input type="checkbox"/> Lactation room</li> <li><input type="checkbox"/> Ergonomic work stations</li> <li><input type="checkbox"/> Other</li> </ul> <p><b>Employee Safety</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 100% tobacco-free workplace</li> <li><input type="checkbox"/> Safe driving training</li> <li><input type="checkbox"/> Workplace fire safety</li> <li><input type="checkbox"/> Natural disasters</li> <li><input type="checkbox"/> Workplace violence</li> <li><input type="checkbox"/> Other</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> [Write-in]</li> </ul> <p><i>Upload each policy in order to receive points. If multiple policy statements are contained in one document, be sure to upload it in each location to earn all points.</i></p>	14	2	WellCity Award	Documentation
	<b>Sub-total for Standard #1</b>	<b>29</b>	<b>13</b>		

## Standard #2: Management Support

The commitment of city leadership, including elected officials, department directors and supervisors, is fundamental to the success of any results-driven wellness program. Action-oriented support by leadership in the form of written and oral communications, delegation of program deliverables and participation in activities is essential to improving employee health behaviors and attitudes. For more information, see chapter 3 of the Workplace Wellness Planner and our on-demand webinar, "Gaining Management Support."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab
R	<p>2.1 Elected officials actively supported employee well-being. Worth 2 points each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Council adopted a new wellness program resolution or formally reviewed and reaffirmed the existing wellness program resolution.</li> <li><input type="checkbox"/> Wellness program reports were a regular (at least quarterly) item on council meeting agendas.</li> <li><input type="checkbox"/> Council expressed support for the wellness program's goals and calendar of events.</li> <li><input type="checkbox"/> Council reviewed and discussed Health Questionnaire Management Report data.</li> <li><input type="checkbox"/> An elected official participated in at least one hour of workplace health training and shared new knowledge with the council.</li> <li><input type="checkbox"/> An elected official attended a wellness committee meeting.</li> <li><input type="checkbox"/> An elected official actively participated in a program activity.</li> <li><input type="checkbox"/> Council expressed appreciation for the wellness committee's work.</li> </ul>	4	2	Wellness Culture	Management Support
R	<p>2.2 The city manager/administrator or equivalent actively supported employee well-being. Worth 2 points each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Developed and positively communicated the city's wellness vision.</li> <li><input type="checkbox"/> Publicly communicated how the wellness program and employee well-being contribute to organizational success.</li> <li><input type="checkbox"/> Made wellness a regular (at least quarterly) agenda item at leadership team meetings.</li> <li><input type="checkbox"/> Communicated an expectation that directors, managers, and supervisors participate in wellness activities.</li> <li><input type="checkbox"/> Communicated an expectation that directors, managers, and supervisors encourage employees they supervise to participate in wellness activities.</li> <li><input type="checkbox"/> Held regular meetings (at least quarterly) with the wellness coordinator.</li> <li><input type="checkbox"/> Attended a wellness committee meeting.</li> <li><input type="checkbox"/> Participated in at least two hours of workplace health training.</li> <li><input type="checkbox"/> Participated in at least half of the wellness program's activities.</li> <li><input type="checkbox"/> Modeled good health habits, such as healthy food choices, regular physical activity, or stress management strategies.</li> <li><input type="checkbox"/> Made a public testimonial regarding personal health challenges, goals, or successes.</li> <li><input type="checkbox"/> Expressed appreciation for the wellness committee's work at an all-staff meeting.</li> <li><input type="checkbox"/> Reviewed the WellCity Award application, wrote a statement of support, and signed the WellCity application.</li> </ul>	10	8	Wellness Culture	Management Support

R	<p>2.3 One or more department directors or managers actively supported employee well-being. Worth 2 points each.*</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participated in at least half of the wellness program's activities.</li> <li><input type="checkbox"/> Modeled good health habits, such as healthy food choices, regular physical activity, or stress management strategies.</li> <li><input type="checkbox"/> Made a public testimonial regarding personal health challenges, goals, or successes.</li> <li><input type="checkbox"/> Participated in at least two hours of workplace health training.</li> <li><input type="checkbox"/> Made wellness a regular agenda item at each department meeting.</li> <li><input type="checkbox"/> Communicated an expectation that supervisors participate in wellness activities.</li> <li><input type="checkbox"/> Communicated an expectation that supervisors encourage employees to participate in wellness activities.</li> <li><input type="checkbox"/> Attended a wellness committee meeting.</li> </ul>	6	6	Wellness Culture	Management Support
R	<p>2.4 At least one front-line supervisor actively supported employee well-being. Worth 2 points each.*</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participated in at least half of the wellness program's activities.</li> <li><input type="checkbox"/> Encouraged employees to participate in wellness activities.</li> <li><input type="checkbox"/> Modeled good health habits, such as healthy food choices, regular physical activity, or stress management strategies.</li> <li><input type="checkbox"/> Made a public testimonial regarding personal health challenges, goals, or successes.</li> <li><input type="checkbox"/> Participated in at least two hours of workplace health training.</li> <li><input type="checkbox"/> Included wellness as a regular agenda item at each team meeting.</li> <li><input type="checkbox"/> Attended a wellness committee meeting.</li> <li><input type="checkbox"/> Hosted a wellness event or activity just for her/his team.</li> </ul>	2	2	Wellness Culture	Management Support
R	<p>2.5 Describe the most effective thing a member of management has done to help the wellness program succeed. Please include the manager's job title. [write in]</p>	2	2	Wellness Culture	Management Support
<b>Sub-total for Standard #2</b>		<b>24</b>	<b>20</b>		

\*For cities with less than 50 employees, the same person can satisfy requirements for 2.2, 2.3 and 2.4 if the referenced positions do not exist or are not held by different people.

### Standard #3: Wellness Committee

The formation of a wellness committee is important to delivering a wellness program. The committee needs to have a method of operating that is consistent and effective throughout the year. Committee members must understand the goals and objectives of the organization, listen to the needs of the employees, and assist in the implementation of the program. A committee or coordinator is acceptable for cities with less than 50 employees. For more information, see chapter 4 of the Workplace Wellness Planner and our on-demand webinar, "Developing a Wellness Committee."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab
R	<p>3.1 A wellness committee has been formed that is representative of all workgroups and all levels of authority.</p>	4	4	Committee	Members
R	<p>3.2 The wellness committee has documented operating procedures that may include roles and responsibilities, meeting frequency and a member rotation system.</p> <p><i>Upload a document that outlines committee operating procedures.</i></p>	4	4	WellCity Award	Documentation
	<p>3.3 The wellness committee does the following: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least one elected official or management representative, with decision making authority, regularly attends meetings.</li> <li><input type="checkbox"/> Prepares annual operating plan and proposed budget.</li> <li><input type="checkbox"/> Representative of the workforce including departments, shifts, and locations.</li> <li><input type="checkbox"/> Engages a broad base of employees and involves them in the program delivery.</li> <li><input type="checkbox"/> Holds meetings at least monthly, or coordinator monitors program activity at least monthly.</li> </ul>	5	0	Committee	Responsibilities
	<p>3.4 Employees are invited to share ideas, feedback and concerns directly with the committee and or coordinator through: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suggestion boxes</li> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Intranet/Wellness webpage</li> <li><input type="checkbox"/> In-person</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	2	0	Committee	Responsibilities
	<p>3.5 Wellness committee members are formally recognized for their work on the wellness program each year by: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hosting a luncheon</li> <li><input type="checkbox"/> Providing award certificates</li> <li><input type="checkbox"/> Recognition on a performance review</li> <li><input type="checkbox"/> Recognition at a city council meeting</li> <li><input type="checkbox"/> Recognition at an all staff meeting</li> <li><input type="checkbox"/> Additional compensation</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	2	0	Committee	Responsibilities
<b>Sub-total for Standard #3</b>		<b>17</b>	<b>8</b>		

### Standard #4: Wellness Network & Resources

Establishing a network of internal program champions and external partners is essential to building a strong base of resources and advocates. These relationships help to ensure you access available resources and expand the reach of your program. For more information, see chapter 5 of the Workplace Wellness Planner and our on-demand webinar, "Weaving Your Wellness Network."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab
R	<p>4.1 A city representative received the following worksite health promotion training. Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attended a wellness-oriented session at the AWC Member Programs Expo</li> <li><input type="checkbox"/> Attended the Healthy Worksite Summit</li> <li><input type="checkbox"/> AWC staff provided onsite technical assistance</li> <li><input type="checkbox"/> Researched worksite health promotion best practices through other resources. Name of resource: [Write-in]</li> <li><input type="checkbox"/> AWC provided training for the wellness coordinator or wellness committee onsite.</li> <li><input type="checkbox"/> Attended a Wellness Networking Forum</li> <li><input type="checkbox"/> Attended an AWC wellness webinar</li> <li><input type="checkbox"/> Other approved health promotion training</li> </ul>	5	2	Committee	Training
R	<p>4.2 Internal champions are helpful in managing a wellness program. Identify departments that have internal champions. Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> City Council</li> <li><input type="checkbox"/> City Manager/Administrator</li> <li><input type="checkbox"/> Community Development</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Fire Department</li> <li><input type="checkbox"/> Human Resources/Benefits</li> <li><input type="checkbox"/> Information Technology/Services</li> <li><input type="checkbox"/> Parks &amp; Recreation</li> <li><input type="checkbox"/> Police Department</li> <li><input type="checkbox"/> Public Works</li> <li><input type="checkbox"/> Risk Management</li> <li><input type="checkbox"/> Safety Committee</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	2	2	Wellness Culture	Making Connections
	<p>4.3 Describe how a relationship with an internal champion helped the wellness program. [Write-in]</p>	3	0	Wellness Culture	Making Connections

R	4.4	Identify partnerships with external vendors and community resources. Worth 1 point each.				
		<input type="checkbox"/> Local hospital <input type="checkbox"/> Non-profit agencies (American Heart, Cancer Society, etc.) <input type="checkbox"/> Government agencies or neighboring cities <input type="checkbox"/> Health plans or benefit providers <input type="checkbox"/> Local vendors (Grocery stores, sporting goods stores, etc.) <input type="checkbox"/> Weight loss clinics (Weight Watchers at Work, etc.) <input type="checkbox"/> Health clubs <input type="checkbox"/> Parks & recreation center	2	2	Wellness Culture	Making Connections
	4.5	AWC Trust medical plan resources were promoted. Worth 1 point each.				
		<input type="checkbox"/> Disease management <input type="checkbox"/> Employee assistance program (EAP) <input type="checkbox"/> Health coaching <input type="checkbox"/> Health screening <input type="checkbox"/> Nurse advice line <input type="checkbox"/> Tobacco cessation program <input type="checkbox"/> Web-based health tools	2	0	Overall Program	Communication
	4.6	Provide an example of a community activity, event or service that your wellness program has promoted to employees. Be sure to include how it was promoted.				
		[Write-in]	3	0	Overall Program	Communication
<b>Sub-total for Standard #4</b>			<b>17</b>	<b>6</b>		

## Standard #5: Needs Assessment

Data drives program results. Aggregate data on the employee population such as demographics, health needs and interests and health risks are essential to building a wellness program with impact. For more information, see chapter 6 of the Workplace Wellness Planner and our on-demand webinar, "Assessing Program Needs."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab												
R	<p>5.1 Data on the population's health risks or needs and interests was collected and reviewed. Worth 4 points for each type of assessment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Type of assessment/ survey</th> <th style="width: 15%;">Date data collected</th> <th style="width: 15%;">% of employee completion</th> <th style="width: 15%;">Date data reviewed by committee</th> </tr> </thead> <tbody> <tr> <td>Employee needs &amp; interests</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Health Questionnaire (HQ)*</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Type of assessment/ survey	Date data collected	% of employee completion	Date data reviewed by committee	Employee needs & interests				Health Questionnaire (HQ)*				8	4	Overall Program	Assessment
	Type of assessment/ survey	Date data collected	% of employee completion	Date data reviewed by committee													
	Employee needs & interests																
Health Questionnaire (HQ)*																	
<p>* AWC Trust members with 50 or more participants receive a Management Report which contains aggregate health risk assessment &amp; health screening data for their city. Small cities may review the statewide report.</p>																	
R	<p>5.2 Information on workforce demographics, shifts and worksites has been collected. An Organizational Information Sheet was completed in this year or the previous year.</p> <p><i>Upload the Organizational Information Sheet.</i></p>	3	3	WellCity Award	Documentation												
	<p>5.3 Sick leave/absenteeism was provided from Human Resources on [Date].</p>	2	0	Overall Program	Assessment												
	<p>5.4 The following assessments were conducted this year or in the previous year. Worth 2 points each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Culture Assessment</li> <li><input type="checkbox"/> Environmental Assessment</li> <li><input type="checkbox"/> Leadership Assessment</li> <li><input type="checkbox"/> Healthy Vending Assessment</li> <li><input type="checkbox"/> Other assessment type: [Write-in]</li> </ul> <p><i>Upload a summary of your assessment results if points are claimed.</i></p>	10	0	WellCity Award	Documentation												
R	<p>5.5 Give a few examples of how the needs assessment information you have collected was used to develop program goals and activities:</p> <p>[Write-in]</p>	3	3	Overall Program	Assessment												
<b>Sub-total for Standard #5</b>		<b>26</b>	<b>10</b>														



## Standard #6: Worksite Environment

Employee health needs to be supported from all angles. The provision of a healthy infrastructure is instrumental to building a comprehensive wellness program. Environmental and physical accommodations that support healthy living and educate employees help them to adopt healthy behaviors. For more information, see chapter 7 of the Workplace Wellness Planner and our on-demand webinar, "Building an Infrastructure of Health."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab
R	<p>6.1 Healthy behaviors are encouraged with cultural supports: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Employees are permitted to participate in certain city-sponsored wellness activities on city time.</li> <li><input type="checkbox"/> The cafeteria, vending machines or snack boxes provide healthy options.</li> <li><input type="checkbox"/> A lactation room is provided to employees.</li> <li><input type="checkbox"/> A personal break room, respite room or quiet room is available.</li> <li><input type="checkbox"/> Employees have access to carpooling programs, ride-share or similar services.</li> <li><input type="checkbox"/> Employees are allowed to telecommute.</li> <li><input type="checkbox"/> Employees have access to an onsite wellness library.*</li> <li><input type="checkbox"/> Employees are offered disaster preparedness &amp; CPR/First Aid training.*</li> <li><input type="checkbox"/> Employees have access to a toll-free nurse advice line.</li> <li><input type="checkbox"/> Bathroom scales are placed in private area (bathroom).</li> <li><input type="checkbox"/> Healthy vending, snack box or cafeteria options offered at or below cost (subsidized by price increase for less healthy items).</li> <li><input type="checkbox"/> Ergonomic work stations are provided.</li> <li><input type="checkbox"/> Access to kitchen/food prep equipment to support healthy food choices.</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	10	4	Wellness Culture	Environment
R	<p>6.2 Employees are informed of cultural supports via: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee handbooks and policies</li> <li><input type="checkbox"/> New hire orientation meetings</li> <li><input type="checkbox"/> Employee meetings</li> <li><input type="checkbox"/> Newsletters or flyers</li> <li><input type="checkbox"/> Other written materials</li> <li><input type="checkbox"/> Word of mouth</li> <li><input type="checkbox"/> Intranet</li> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	2	2	Wellness Culture	Environment



R	<p>6.3 To promote physical activity employees have access to: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fitness room/facility*</li> <li><input type="checkbox"/> Onsite shower</li> <li><input type="checkbox"/> Walking &amp; jogging paths that are clearly marked</li> <li><input type="checkbox"/> Inviting stairwells and signage that encourage use</li> <li><input type="checkbox"/> Bike racks</li> <li><input type="checkbox"/> Sport courts*</li> <li><input type="checkbox"/> Discounts at local health clubs</li> <li><input type="checkbox"/> Organized group fitness classes onsite*</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	8	1	Wellness Culture	Environment
R	<p>6.4 An ongoing social support system for health improvement is provided by: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organizing walking, hiking, biking or other ongoing group activity</li> <li><input type="checkbox"/> Setting up a buddy system as part of a behavior change activity</li> <li><input type="checkbox"/> Coordinating Weight Watchers @ Work meetings, book club or other ongoing healthy support group</li> <li><input type="checkbox"/> Coordinating teams for community activities like Relay for Life, Heart Walk, etc.</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	5	1	Wellness Culture	Environment
<b>Sub-total for Standard #6</b>		<b>25</b>	<b>8</b>		

\*For cities with fewer than 50 employees, the promotion of community resources may be counted in lieu of an onsite offering.

## Standard #7: Operating Plan

An operating plan is like a road map. Without it you don't know where you are going or where you have been. Proper program planning forces the wellness committee to think through the design process ahead of time and anticipate barriers and potential problems in the delivery of program activities. For more information, see chapter 8 of the Workplace Wellness Planner and our on-demand webinar, "Forming an Operating Plan."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab
R	<p>7.1 Long term goals guide the next one to three years of the wellness program and describe concrete outcomes. Goals are set based on a review of the vision/mission statement, data from the Health Questionnaire Management Report, and other information (if available) such as employee interest surveys, workplace culture assessments, and program evaluations.</p>	1	1	Overall Program	Long-term Goals
R	<p>7.2 Select a variety of activities to meet your program goals. Include a mix of awareness, motivation, and behavior change activities. Assign at least one member of the wellness committee to lead each scheduled activity.</p>	1	1	Activities	Name & Description
R	<p>7.3 Write an objective for each activity you plan to offer. Objectives should be SMART: specific, measurable, action-oriented, realistic and time-bound.</p> <p><i>Example: 50% of employees and spouses with medical insurance will complete the Health Questionnaire August 1 and November 1.</i></p>	1	1	Activities	Name & Description
R	<p>7.4 Create a calendar for the year that includes all planned activities for employees, as well as cultural support efforts, committee meetings, trainings, etc.</p>	1	1	Activities	Timeline & Budget

R	<p>7.5 Develop a strategy for communicating with all employees about the wellness program. The strategy provides regular health information, promotes activities and uses the following on a regular basis:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Intranet/website</li> <li><input type="checkbox"/> Personal encouragement</li> <li><input type="checkbox"/> Staff meetings</li> <li><input type="checkbox"/> Flyers, handouts or payroll stuffers</li> <li><input type="checkbox"/> Newsletter</li> <li><input type="checkbox"/> Displays</li> <li><input type="checkbox"/> Table tents</li> <li><input type="checkbox"/> Dedicated bulletin boards or posters</li> <li><input type="checkbox"/> New employee orientation</li> <li><input type="checkbox"/> Health, wellness, or benefits fair</li> </ul>	1	1	Overall Program	Communication
R	<p>7.6 A detailed budget reflects all planned expenses and revenue for the year.</p>	1	1	Activities and WellCity Award	Timeline & Budget and Application
R	<p>7.7 Identify methods to evaluate each activity, as well as the overall program.</p> <p><b>Process measures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registered participants</li> <li><input type="checkbox"/> Participants completing activity</li> <li><input type="checkbox"/> Participant satisfaction</li> </ul> <p><b>Impact measures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Awareness of wellness program</li> <li><input type="checkbox"/> Attitudes &amp; perceptions</li> <li><input type="checkbox"/> Knowledge &amp; skills</li> <li><input type="checkbox"/> Behaviors</li> <li><input type="checkbox"/> Environment</li> <li><input type="checkbox"/> Resource utilization (EAP, fitness room, snack box, etc.)</li> </ul> <p><b>Outcomes measures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Biometrics</li> <li><input type="checkbox"/> Health risk factors or risk stratification</li> <li><input type="checkbox"/> Workplace culture</li> <li><input type="checkbox"/> Absenteeism</li> <li><input type="checkbox"/> Workers' compensation claims</li> </ul>	1	1	Activities	Evaluation

R	<p>7.8 Incentives and rewards provide motivation and encouragement for employees to participate in activities and try new behaviors. Successful programs include both intrinsic and extrinsic incentives. Worth 1 point per incentive reported.</p> <p><input type="checkbox"/> Giveaway item  <input type="checkbox"/> Monetary reward or gift card  <input type="checkbox"/> Paid time for activity participation  <input type="checkbox"/> Time off reward  <input type="checkbox"/> Recognition (award, verbal, written)  <input type="checkbox"/> Other</p>	3	1	Activities	Promotion
	<p>7.9 Describe an incentive or reward that was used to effectively motivate and encourage employees to participate in a wellness activity. Can be an intrinsic or extrinsic reward.</p>	1	0	Overall Program	Communication
<b>Sub-total for Standard #7</b>		11	8		

## Standard #8: Activities & Interventions

A carefully selected mix of activities and interventions should align with your program needs assessment. An appropriate combination of awareness, motivation, behavior change and cultural support activities help to ensure positive outcomes. For more information, see chapter 9 of the Workplace Wellness Planner and our on-demand webinar, "Planning Activities."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab
R	<p>8.1 Awareness type activity was offered to provide participants with general education and information on health topics.</p> <p>Examples:                      Newsletter                      Bulletin board                      Health messages by email or handout</p>	3	1	Activities	Name & Description
R	<p>8.2 Motivation type activity was offered to provide participants with the opportunity to learn a new skill, try something new, or to receive personalized health information.</p> <p>Examples:                      Health screening                      Speaker                      Movie</p>	3	1	Activities	Name & Description
R	<p>8.3 Behavior change type activity was offered to provide participants with the opportunity to practice new behaviors, create new habits, and work toward personal goals. Must take place over multiple sessions or weeks.</p> <p>Examples:                      Spring Municipal Game                      Fall Municipal Game                      Ongoing class                      Onsite ongoing support group</p>	3	1	Activities	Name & Description
R	<p>8.4 The AWC Trust annual Health Questionnaire was promoted. A minimum of 50% of employees and spouses with AWC Trust medical insurance completed the Health Questionnaire in the current year. <i>Your participation will be automatically entered into eWellCity by AWC staff.</i></p> <p>Employee participation:                      Spouse participation:                      Total participation:</p>	2	2	WellCity Award	Point Summary

	<p>8.5 Education was offered about using the health care system efficiently and effectively.</p> <p><input type="checkbox"/> Healthy Decisions presentation  <input type="checkbox"/> Self-care materials provided  <input type="checkbox"/> Promotion of health care decision support tools  <input type="checkbox"/> Benefits education/fair  <input type="checkbox"/> Other</p>	1	0	Wellness Culture	Making Connections
	<p>8.6 Promotional tools were utilized to promote activities. Worth 1 point each.</p> <p><input type="checkbox"/> Email  <input type="checkbox"/> Intranet/Website  <input type="checkbox"/> Personal encouragement  <input type="checkbox"/> Staff meetings  <input type="checkbox"/> Flyers, handouts or payroll stuffers  <input type="checkbox"/> Newsletter  <input type="checkbox"/> Displays  <input type="checkbox"/> Table tents  <input type="checkbox"/> Bulletin boards or posters  <input type="checkbox"/> New employee orientation  <input type="checkbox"/> Health, wellness or benefits fair  <input type="checkbox"/> Other:</p>	2	0	Activities	Promotion
	<p>8.7 Describe a creative promotional strategy, other than incentives, used to increase activity enrollment, completion or health related changes:</p> <p>[Write In]</p>	1	0	Overall Program	Communication
R	<p>8.8 Provide an example of an activity designed to reach a targeted group with low participation, high risk, or special needs:</p> <p>Activity description:</p>	3	3	Wellness Culture	Making Connections
<b>Sub-total for Standard #8</b>		18	8		

## Standard #9: Evaluation

The evaluation of progress and outcomes requires you to have the end in mind and gives you a framework for success. For more information, see chapter 10 of the Workplace Wellness Planner and our on-demand webinar, "Evaluating Progress & Outcomes."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab
R	<p>9.1 At least two-types of short-term evaluations are conducted. Worth 1 point each. Points required from at least two evaluation types.</p> <p><b>Evaluation Types:</b>  <b>Process</b> – Participation, completion, satisfaction.  <b>Impact</b> – Short-term observable effects (awareness, attitudes, knowledge, skills, behaviors, environment, resource utilization.)  <b>Outcome</b> – Long-term measureable results (biometrics, health risks, absenteeism, workers' comp claims, workplace culture.)</p>	8	4	Activities	Evaluation
	<p>9.2 An annual Evaluation Report is developed.</p>	6	0	WellCity Award	Documentation
R	<p>9.3 The following evaluation methods or tools were used to evaluate long-term program goals over time (1-3 years). Check only items listed in your long-term goals. Worth 1 point each. Points required from at least two evaluation types. Employers over 50 employees may not earn points from the process category.</p> <p><b>What did you measure?</b></p> <p><b>Process measures</b></p> <p><input type="checkbox"/> Activities offered  <input type="checkbox"/> Participation rate  <input type="checkbox"/> Participant satisfaction score  <input type="checkbox"/> Activity completion rate</p> <p><b>Impact measures</b></p> <p><input type="checkbox"/> Awareness of wellness program  <input type="checkbox"/> Attitudes &amp; perceptions  <input type="checkbox"/> Knowledge &amp; skills  <input type="checkbox"/> Behaviors  <input type="checkbox"/> Environment  <input type="checkbox"/> Resource utilization (EAP, fitness room, snack box, etc.)</p> <p><b>Outcomes measures</b></p> <p><input type="checkbox"/> Biometrics  <input type="checkbox"/> Health risk factors or risk stratification  <input type="checkbox"/> Workplace culture  <input type="checkbox"/> Absenteeism  <input type="checkbox"/> Workers' compensation claims</p>	10	4	Overall Program	Evaluation

R	<p>9.4 Participant feedback and evaluation results were used to alter program design to improve outcomes. Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Changed elements of an existing program.</li> <li><input type="checkbox"/> Reported evaluation results to management or city council.</li> <li><input type="checkbox"/> Offered a well-liked program for a second, third or fourth time.</li> <li><input type="checkbox"/> Discontinued a program that was not well received.</li> <li><input type="checkbox"/> Added a new program in response to employee requests or evaluation results.</li> <li><input type="checkbox"/> Improved a marketing campaign to increase participation.</li> <li><input type="checkbox"/> Made an environmental or policy change.</li> </ul>	8	1	Overall Program	Evaluation
<b>Sub-total for standard #9</b>		<b>32</b>	<b>9</b>		