



**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b>	<b>1350</b>	<b>Date Issued:</b>	October 26, 2000
<b>Section:</b>	1000 – Personnel Policies	<b>Date Revised:</b>	May 25, 2023
<b>SUBJECT: EMPLOYEE WELLNESS PROGRAM</b>			
<b>APPROVED:</b>	<u>&lt;signed copy on file&gt;</u> Board Chairperson		

1.0 The management of Santa Cruz Regional 9-1-1 recognizes that employee wellness is an essential ingredient in our business for humanitarian, economic, and operational reasons.

Management has dedicated itself to providing the active leadership and support necessary to develop and maintain a successful Employee Wellness Program with these objectives.

- 1.1 Measure incidents of unscheduled absence in order to identify employee health issues, and set employee wellness goals.
- 1.2 Offer continuing wellness support, information, and education.
- 1.3 Provide incentives in order to encourage employee wellness.

2.0 Responsible Parties Defined

- 2.1 The Safety Committee accepts responsibility for leadership of the Wellness Program, for its effectiveness and improvement, and for providing the required incentives to ensure employee participation. The Safety Committee will also maintain wellness records for a minimum of three (3) years.
- 2.2 The Safety Coordinator will administer the Employee Wellness Program in conjunction with the Safety Program. The Safety Coordinator, is responsible for implementing and maintaining the Employee Wellness Program. The

Safety Coordinator shall provide continuing employee wellness information in conjunction with any relevant safety information provided by our insurer.

Employees can contact the Safety Coordinator for information about any Employee Wellness Program issue. The Safety Coordinator serves as the Chair of the Safety Committee. Authority to act in this capacity is delegated by the Authority's General Manager.

2.3 Supervisors accept responsibility for developing proper attitudes toward wellness health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the wellness of all personnel involved, including themselves.

2.4 All Authority employees accept responsibility for wholehearted, genuine operation of all aspects of the Employee Wellness Program.

2.4.1 To review all Employee Wellness information provided.

2.4.2 Take responsibility for personal wellness.

2.4.3 Encourage and support coworkers in their efforts toward personal wellness.

### 3.0 Safety Committee

There shall be an Authority Safety Committee consisting of the General Manager, the Safety Coordinator, and one (1) dispatch representative from each team.

The Safety Committee shall meet at least once every three (3) months. At least three (3) working days prior to each meeting the Safety Coordinator will prepare and distribute a wellness agenda including safety and wellness topics. After each meeting the Safety Coordinator will prepare and distribute summary minutes of the health issues discussed to the Committee Members. The Safety Committee shall perform the following functions:

3.1 Review the quarterly employee wellness reports.

3.2 Make recommendations for employee wellness incentives, goals, and support.

3.3 Discuss and make recommendations concerning any other matter related to the health and safety of Authority employees.

### 4.0 Specific Employee Wellness Goals

4.1 The Safety Committee may periodically establish specific employee wellness goals based upon the quarterly employee wellness reports.

4.1.1 Example: A yearly flu prevention campaign.

## 5.0 Employee Wellness Support

5.1 The Authority's Board of Directors has established continuing agency support for employee wellness as follows:

5.1.1 Annual employee reimbursement for the cost of a yearly flu vaccination.

5.1.2 At the direction of the General Manager, and in accordance with Personnel Policy No. 1360 (Tuition Reimbursement Program), employees may be reimbursed for an annual (pre-approved) wellness class such as: Dignity Health's Community Health and Wellness Education Program through Dominican Hospital, and Cabrillo College Extension classes in the area of health and wellness.

5.1.3 Employees shall be reimbursed the out-of-pocket prescription costs for physician prescribed treatment for smoking cessation in an amount not to exceed three hundred (\$300) per employee.

5.1.4 Employees may elect to cash out accumulated sick leave, pursuant to M.O.U. Article 12.1.10

## 6.0 Employee Wellness Incentives

6.1 The Safety/Wellness Committee shall establish employee wellness incentives in order to encourage participation in the Employee Wellness Program, including the following examples.

6.1.1 Employees will be awarded 365 points in the Employee Recognition portal for perfect attendance between evaluation rating periods.

6.1.2 Employees will be given the opportunity to earn rewards by participating in Wellness Challenges through the Authority's employee recognition portal.