**Wood County Employee Wellness Program**

***Operating Policies Approved by Executive Committee***

Influenza Vaccination Policy

Influenza vaccinations will be offered free of charge to all current Wood County employees (regardless of health insurance coverage) and Wood County health insurance covered dependents. Dependents must bring a current Wood County health insurance card and minors must be accompanied by a parent or guardian. Adult dependents must bring one form of identification to receive the vaccine. All employees and dependents must register in advance of the clinics to assure an adequate supply of vaccine is available.

Eligibility to Participate in Employee Wellness Programming and Receive Incentives

Funding for wellness programming and incentives comes from the Wood County Health Insurance Fund. Dollars are contributed to this fund by employees enrolled in Wood County health insurance and by Wood County Departments on behalf of all benefits-eligible employees. Therefore, only benefits-eligible employees of Wood County are eligible to receive incentives for participation in wellness activities and events. Other individuals, such as contracted staff, interns, and non-benefits eligible employees may participate in employee wellness initiatives, provided there is no cost to Wood County for the activity or event. Spouses are eligible for an annual incentive for participation in the Health Risk Assessment, Biometric Screening, and Health Coaching. Spouses must be enrolled in Wood County health insurance to be eligible to receive the incentive.

Employee Wellness Policy

Wood County recognizes that in order for employees to be effective in their roles, they need to be physically, mentally, emotionally, and spiritually healthy. To that end, we will make every effort to support employees in achieving their wellness goals. During work hours, one means of providing that support is to allow employees to use their lunch and other breaks collectively to work toward their wellness goals.

Objectives

1. To provide a culture of wellness where employees feel supported and empowered to work toward their individual wellness goals.

2. To contribute to a workforce that is healthy, present, and productive.

3. To provide flexibility during work hours to maximize wellbeing.

Procedure

1. See Wood County Personnel Handbook for normal break and lunch scheduling.
2. Employees who wish to combine their breaks for wellness activities should request to meet with their supervisor to discuss the feasibility of doing so. Adequate coverage must be assured.
3. If feasible, the supervisor may approve an employee to combine their breaks with their lunch to allow a longer period of time, not to exceed your normal daily combined break time.
4. Breaks cannot be used to delay start times or for early release.

Purchase of Sit/Stand Workstations and other Ergonomic Equipment – Approved 6/7/2016

In order to assure the appropriate purchase of sit/stand workstations or other ergonomic equipment, departments will work with the Wellness Coordinator and Maintenance Manager to select materials approved by the Executive Committee or recommended by an occupational health professional skilled in ergonomic assessment. The Wellness Coordinator will connect employees with such professionals with the approval of the Department Head whenever sit/stand or other ergonomic materials are needed or are being considered. Costs associated with a professional ergonomic assessment that is approved by the Wellness Coordinator and the Department Head will be reimbursed through the Employee Wellness Program budget. Specific equipment purchased will be at the expense of the department employing the individual receiving the equipment. The team will also work with Safety and Risk Manager and Purchasing Clerk to order equipment to ensure best quality, price, and warranty.

Aspirus Ergonomic Computer Workstation Evaluations:

When an employee files an injury report or has complaints of pain, numbness, tingling, etc. or they sit at a computer terminal for greater than five hours a day, an ergonomic assessment should be considered. An ergonomic specialist can identify problem areas and make recommendations to decrease pain or prevent future problems.

An ergonomic specialist will complete a comprehensive evaluation that includes:

* Observation of employee at their workstation
* A thorough history of signs and symptoms, and any related issues
* Workstation measurements
* Workstation modifications if possible
* Recommendations for changes
* Suggestions for equipment needs