

MENDOCINO COUNTY POLICY #29	MENDOCINO COUNTY WELLNESS PARTICIPATION
ADOPTED: September 13, 1994	ADOPTED BY: Minute Order
MODIFIED: June 16, 2015 <u>August 6, 2019</u>	MODIFIED BY: Minute Order

A policy for use of County-time to participate in Employee Wellness Programming

To promote the health and well-being of the County employees, the County of Mendocino establishes the following policy for use of county-time to participate in Mendocino County Working on Wellness (MCWOW) Programs.

Prior approval by the department head, or person designated by the department head, is necessary to participate in activities scheduled during an individual's normal work schedule (as defined by the department). Travel to and participation in the following activities, occurring during the employee's normal working hours, are authorized for County time upon prior approval:

1. Regular monthly meetings for participation of committee members on the Employee Wellness Advisory Committee or time spent for volunteer work through community service activities, programs, boards and committees. (maximum of ~~12~~ 8 hours per calendar year)
2. Onsite Biometric Health Screenings (limit 1 per calendar year)
3. Personal health risk assessment screening (limit 1 assessment as needed for qualification, per Incentive Program year. Excludes telephonic health coaching sessions)
4. Onsite or offsite educational courses offered or approved by MCWOW addressing topics such as stress management, weight management, nutrition, tobacco cessation and disease management (limit 8 hours per calendar year)
5. Onsite MCWOW wellness incentive program review trainings (limit 1 hour per calendar year)
6. Onsite health benefits trainings, including updates and new information, offered through Human Resources (limit 2 hours per calendar year)
7. Health and Wellness Expos that occur during normal work hours (limit 1.5 hours per calendar year)
8. Health Benefits Open Enrollment Fairs that occur during normal work hours (limit 2 hours per calendar year)

Managers and supervisors are asked to encourage and support employees' participation in the Working on Wellness programs. Use of flex time or adjusting lunch or other work schedules are examples of ways in which managers can facilitate employee participation in activities.

A healthier Mendocino County workforce will result in greater employee satisfaction, higher morale, reduced absenteeism, decreased presenteeism and decreased county medical claims cost.