SUSSEX POLICY

Subject		Number
WORKPLACE WELLNESS POLICY		CS-1
Date	Approved by	Date
DECEMBER 16, 2024	COUNCIL [X] OTHER(S) [ ]	NOVEMBER 14, 2017
Signature	Date of Revision	
	NOVEMBER 4, 2024	PAGE 1/4

General

1. This policy is entitled Workplace Wellness Policy
2. This policy shall apply to all full time and part time employees, (Councillors, and volunteer firefighters of the town of Sussex.
3. This policy shall be administered by the Wellness Committee subject to their terms of reference.

Purpose

The Wellness Committee is committed to providing a healthy work environment for all employees. Sussex will work towards the overall wellness of its staff by assisting employees in assuming ownership for their physical, mental, and emotional well-being.

Sussex will help to promote employee wellbeing by actively supporting and maintaining a positive work environment and providing recognition for employee participation in our health, safety and wellness programs. Sussex will also encourage healthy personal lifestyle choices and practices.

The Committee has implemented a wellness program for employees that will provide education and awareness of the benefits of wellness, build skills to assist individuals in making healthy choices, and make improvements to the work environment that will facilitate those healthy choices.

This policy is designed to increase the overall health of our employees and provide them with improved quality of life. Healthy employees suffer fewer health-related injuries, are less frequently ill and live longer with a higher quality of life.

SUSSEX POLICY

Subject		Number
WORKPLACE WELLNESS POLICY		CS-1
Date: DECEMBER 16, 2024	Approved by: COUNCIL [X] OTHER(S) [ ] Date: NOVEMBER 14, 2017	
Signature	Date of Revision: NOVEMBER 4, 2024	PAGE 2/4

Objectives

The objectives of this program include:

- Improve understanding of workplace issues that impact the health and well-being of employees
- Providing a work environment that will support employee health and well-being
- Building the knowledge, skills and abilities of staff to take control of their well-being by helping individuals to become actively involved in improving their personal health
- Creating a healthy workplace that leads to improved satisfaction and morale and contribute towards a more health and effective organization.

Benefits

By encouraging and supporting employees in making healthy choices, Sussex can help to improve employee health and therefore benefit from employees that are healthy and productive. Other benefits include (but are not limited to):

- Employee Satisfaction
- Improved Individual performance
- Reduced Absenteeism
- Increased Productivity
- Higher Retention
- Improved Morale
- Physical Activity can help prevent serious illnesses and reduce benefit costs.

Municipal employees who choose to participate in our wellness program should benefit greatly from their increased physical condition in the form of improved energy levels, increased self-esteem and morale as well as decreases in health-related problems/illnesses.

Participation

Participation in the Sussex Wellness Program is strictly voluntary.

SUSSEX POLICY

Subject		Number
WORKPLACE WELLNESS POLICY		CS-1
Date	Approved by	Date
DECEMBER 16, 2024	COUNCIL [X] OTHER(S) [ ]	NOVEMBER 14, 2017
Signature	Date of Revision	PAGE 3/4
	NOVEMBER 4, 2024	

Policy Guidelines

1. Supporting Employee Participation in Wellness Activities
   Sussex may provide employees with wellness-oriented incentives for participating in wellness activities. This does not extend to offering incentive pay for performance. Both long and short-term incentives are appropriate to promote and sustain participation in workplace wellness activities.

2. Promotion of Healthy Food Choices
   Healthy food choices will be made available at all staff events

3. Supporting Healthy Lifestyles through Subsidization Program
   a. Wellness Rebates
      Within each one year period all staff are eligible to receive a financial incentive towards a membership or program that is intended to improve the employee's wellness. Sussex hopes that by assisting its employees with an outlet to perform physical exercise, they will use it regularly and increase their overall physical health as a result.

   b. Eligible Programs for Rebates
      - Fitness Centre/ Structured Exercise Classes (e.g. gym membership, yoga or cardio class, etc.)
      - Tobacco Cessation Program
      - Healthy Eating Programs (e.g. Simply for Life, Weight Watchers, etc.)
      - Team or Individual Sports (e.g. hockey membership dues, Hunting/Fishing License etc.)
      - Employee Ice Rental

      The employee will be responsible for payment of membership fees and will be required to submit a receipt and rebate application for review by the Committee:
      - online through the Sussex intranet portal; or
      - through their wellness committee representative; or
      - to their department head

Reimbursement will be restricted to 50% of the cost after any town issued rebates ie: Resident Rebate.

Employees are eligible up to a maximum amount of $250.00 per employee per year as determined by the Wellness Committee. The funds may be split among several of the eligible programs as desired by the employee.

Employees may be required to provide details regarding participation levels.

c. Ineligible Expenses include equipment and materials (e.g. treadmill, hockey sticks, videos, CDs, etc.) and clothing (e.g. yoga pants, sneakers, etc.)

Any expenses that may not fit in the eligible programs listed above, or if they appear to be ineligible, will be taken to the Wellness Committee for review.

4. Facilitating Wellness through Education and employee appreciation

The Wellness Committee will be responsible for organizing wellness sessions on a regular basis on a variety of topics relating to mental, physical, and emotional wellness. These topics can include (but are not limited to) nutrition, stress management, financial planning, etc.

Budget

The Wellness Committee will prepare an annual budget ~~which will be approved~~ for approval of Council as part of the overall budget review and approval process. The Committee will have the responsibility and authority for the implementation of the programs included in this budget.