

CITY OF YACHATS
RESOLUTION NO. 2010-11-03
A RESOLUTION

WHEREAS, the City of Yachats established a wellness program for employees and City volunteers covered by the workers compensation insurance in 2008; and

WHEREAS, direct payments to a qualified fitness facility may result in a discount over the monthly rates an employee would pay; and

WHEREAS, it is important to clearly define related conditions and the method for how direct payments should be processed;

NOW THEREFORE, the City of Yachats resolves to adopt the amended Wellness Program and the Employee Facility Participation Agreement Form, attached and marked as Exhibits A and B.

The Financial impact of this Resolution will be \$0.

PASSED AND ADOPTED this 8th day of November, 2010.

THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.

Attest:

Ronald L. Brean, Mayor

Nancy Batchelder, City Recorder

City Of Yachats
Wellness Program

The City of Yachats encourages good health and wellness among its employees and volunteers. As a way to assist the employees and volunteers in their efforts to remain healthy and fit to perform their duties, the City of Yachats has adopted a Wellness Program as follows:

The City of Yachats will provide wellness related benefits to current City employees and volunteers. To be eligible the employee must be enrolled in the City's group health insurance plan. Volunteers must be on a Commission or Committee covered by the City's Workers Compensation Insurance.

Reimbursement for Membership and/or Participation in a qualified fitness facility (employees only):

- City of Yachats employees enrolled in, or attending a qualified fitness facility (such as a recreation center, gym, weight training center, aquatic center, or any fitness facility that charges a fee for use) can receive up to \$240.00 per year reimbursement to help in the cost of fees. Maximum reimbursement shall be \$20 per month. Reimbursements will be paid quarterly – up to \$60.00.
- Employees may submit receipts or proof of active membership or attendance for the previous month to the accounting office for processing.
- Reimbursement will be for the employee's membership or attendance only, but can be used to assist with family membership or attendance as long as the employee is an active participant.
- Reimbursement will be paid directly to the employee. Payment to the fitness facility is the employee's responsibility. Reimbursement is given only for the periods the employee is actively employed by the City of Yachats and only for the months the employee is enrolled in a qualified fitness facility.
- Reimbursement will be included on the employee's W-2 as a taxable fringe benefit.

The maximum annual amount per employee (\$240.00) may be pre-paid on a yearly basis directly to the qualified fitness facility (not the employee) if such pre-payment results in a discount from the monthly fees. The qualified fitness facility shall submit an invoice for the annual maximum amount. The affected employee(s) will verify their participation in writing. The invoice shall show the total annual fee for the year and the amount of discount, together with a statement from the operator certifying the employee's attendance and participation. The operator shall agree that if the employee ceases to be an active participant, a pro-rated amount of the annual fee shall be returned to the City. The employee shall also complete a fitness facility participation agreement form.

Free participation in any City sponsored fitness program (volunteers only)

City volunteers covered by workers compensation insurance may participate free of charge in any City sponsored exercise classes or other fitness classes or programs that take place at a City facility, such as the morning exercise class held in the multi-purpose room.

Possible Miscellaneous Activities (employees and volunteers)

- Distribution of health tips and/or a newsletters on a regular basis – In most cases this information will be provided by the City's Insurance Company.
- Walking Club or walking contests. Small prizes may be award for participation, such as hats, water bottles, etc.
- Brown bag lunches with health presentations and discussions.
- Wellness Book or Cookbook Book Exchange.
- Recipe Exchange or cooking contests.

A wellness committee may be established to recommend additional activities, schedule events, plan for the distribution of materials and prepare budget requests for the following year.

Facility Participation Agreement Form.

Employee Name: _____ Date: _____

I have a membership or participate at:

Name and phone number of fitness facility

Address of fitness facility

I understand that this facility has invoiced the City of Yachats for the maximum annual wellness benefit for which I am eligible (\$240) and that I must be an active member of this fitness facility throughout the year. I understand that I am responsible for any portion of the annual membership fees over and above the amount prepaid by the City. I also understand that while the facility has agreed to refund to the City a pro-rated portion of the annual fees if I am no longer an active member, I as the employee receiving the benefit will be held ultimately responsible.

Employee Signature

Approved by