



# Santa Cruz Consolidated Emergency Communications Center

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**9-1-1** FIRE  
POLICE  
MEDICAL

## COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

Policy No: 1350  
Date Issued: October 26, 2000  
Date Revised: October 24, 2002

APPROVED:

  
Board Chairperson

SUBJECT: EMPLOYEE WELLNESS PROGRAM

1. The management of the Santa Cruz Consolidated Emergency Communications Center 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. 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 the monthly distribution of safety information.

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. 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 one 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. 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: Create an "anti-flu" campaign for the winter months, based on reported incidents of flu in February and March.

5. 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: Dominican Hospital PEP class, and Cabrillo Community Service classes in the area of stress reduction, weight management, and other healthy lifestyle classes.

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 12.7.

6. 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 A guaranteed scheduled day off approved for an employee who has demonstrated perfect attendance for a determined period of time, or a guaranteed day off approved in accordance with Policy No. 2030 (Time Off Request) for an employee who has demonstrated a significant reduction in their number of unscheduled events for a determined period of time (section to be defined later by policy).