

MEETING DATE: 3/17/08

AGENDA ITEM: Presentation of City of Culver City Employee Wellness Program

ATTACHMENTS

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Attachment 1

Culver CITY

ADMINISTRATIVE POLICY STATEMENT

Policy Number:

Effective Date: 03/17/08

Subject: Employee Wellness Program

Source/Authority: City Manager

Purpose: To promote healthier lifestyles among City employees

Statement of Policy:

The City of Culver City Employee Wellness Program is established to promote and encourage City employees to maintain a healthy lifestyle. This will be accomplished by providing opportunities to employees to enhance their occupational, social and physical wellness and enhance community, communication, fellowship and morale in the work place.

Goal and Objective:

The goal is to promote the awareness to our employees of today's health concerns through education and lifestyle changes. The program is intended to create the model and the framework that enables the employee to achieve its mission of personal optimal well-being. The program will assist employees to set goals for improving their fitness levels.

Wellness Program Activities:

The Employee Wellness Program activities may include employee participation in health screenings, wellness educational sessions focusing on health related concerns, and on-site exercise classes such as yoga. Most activities and events will be offered during the lunch hour. Employees should be encouraged to use the Wellness Hour which is designed to be utilized in three twenty-minute increments totaling one hour per week and is determined upon the approval from management. Management is encouraged to develop specific guidelines of the time increments used during the Wellness Hour. The sports program may also be included and organized by the employees who are interested in participating. Any activity that an employee chooses to participate in that is not scheduled during their lunch hour must receive prior approval from Human Resources, Risk Management and/or their assigned Department. Educational Newsletters will be distributed to employees throughout the year.

Program Guidelines:

A. Role of the Department Directors:

- Promote and encourage employee participation with the Wellness Program.

B. Role of Supervisors:

- Encourage and motivate employees to participate in the Wellness Program.
- Allow employees to use accrued leave to attend physical exam appointments (it should be consistent with the employee MOU agreement); however, such appointments shall be scheduled to create the least disruption to the workday and be subject to the approval of management.

C. Role of Participants:

- Become familiar with the Policy and establish goals to improve or maintain his/her overall wellness.

How to Enroll:

- Complete the Employee Wellness Program Participation Form.
- Complete the Voluntary Activity Participation Form; Release, Waiver of Liability, and Acknowledgment and Assumption of Risk.
- Risk Management staff will assist with any questions regarding the program activities.

Approved: _____ Date: _____
City Manager

Attachment 2

VOLUNTARY ACTIVITY PARTICIPATION FORM RELEASE, WAIVER OF LIABILITY, AND ACKNOWLEDGMENT AND ASSUMPTION OF RISK

I _____ voluntarily choose to participate in wellness physical activities ("program") before work, during my lunch period, or after my scheduled work period for the City of Culver City, California (City). I understand and acknowledge that the wellness activities, by their very nature, may pose the potential risk of serious injury/illness to individuals who participate in such activities, even though particular rules, equipment, and personal discipline may reduce the risk.

I KNOWINGLY AND FREELY ASSUME ALL RISKS, both known and unknown, **EVEN IF ARISING FROM THE NEGLIGENCE OF THE CITY** or others, and assume full responsibility for my voluntary participation in this employer sponsored activity. I understand and acknowledge that in order to participate in these activities; I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities. I will notify my supervisor and the Risk Management Department at (310) 253- 5682 immediately if I am injured.

I, for myself, my heirs, assigns, personal representatives and next of kin, hereby **RELEASE AND HOLD HARMLESS** the City, its officers, officials, agents, employees, volunteers, other participants, sponsors, advertisers and owners and lessors of premises used to conduct the event, for **ANY AND ALL INJURY, DISABILITY, DEATH**, or loss or damage to person or property, **ARISING FROM THE NEGLIGENCE** of the City.

This release extends to all rights, demands, liabilities, obligations, claims or causes of action, in law or equity, of whatever kind or nature, whether known or unknown, whether now existing or hereinafter arising, which result from or in any manner relate to my participation in the Program. I further expressly agree to waive all of my rights under California Civil Code § 1542, which provides:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

I HAVE READ THIS RELEASE, WAIVER OF LIABILITY AND ASSUMPTION OF THE RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS AND SIGNIFICANCE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature

Date

Print Name

Attachment 3

City of Culver City Employee Wellness Program

Employee Participation Form
April 1, 2008-December 31, 2008

Employee Participation Form/Sign Up Sheet

Congratulations! You have chosen to take the first steps towards a healthier, more vital lifestyle! The City of Culver City Employee Wellness Program will help and encourage you to become more fit, health conscious and energetic. What this program is:

- A walking plan called the StairWELL Program that promotes walking and stair climbing rather than using the elevators. A pedometer is used for this activity and a separate signature is needed below for this specific program. The *StairWELL Program Instruction Sheet* can be found separately on Swami just click on the Employee Interest link, click on Employee Wellness Program and you will find it under "forms".
- A program that will boost your metabolism, so you burn more calories while you walk, sit, eat, sleep, drive, prepare meals and watch television.
- A program that will help you lose fat and feel better.
- An approach that improves your mood, increases your energy, and generally enhances your outlook on life!

Employee Name / Dept: _____ Date: _____

Pedometer: ☐ **Yes (signature below required)** ☐ **No**

~Please be advised all pedometers are the property of the City of Culver City. If an employee decides to quit the StairWell Program or is terminated from the City, it is the employee's responsibility to return the pedometer back to the Risk Management Department.

Employee Signature: _____ Date: _____

~Please return the Employee Wellness Program Sign Up Sheet to Risk Management; 3rd Floor at City Hall.

Attachment 4



Culver City
Employee Wellness Program

Monthly Activity Form Instruction Sheet



As a member of the Employee Wellness Program, you will turn in your Monthly Activity Form each month. A copy of the Monthly Activity Form can be found on Swami under Employee Interest link, click on Employee Wellness Program and then click on "forms". Turning in this monthly form will allow participants to receive points for what they have done. Remember, we reward you for many types of activities including walking, stretching, preventative care, attending Lunch & Learn Workshops, donation of blood, community work, and many more. Each quarter, Risk Management will calculate the total monthly points earned by each participant and notify you of your winnings. All participants win!

~Before beginning the activities; please remember to complete the Employee Participation Form found on Swami under Employee Interest link, click on Employee Wellness Program and then click on "forms". The completed Participation Form is to be returned to Risk Management.

Remember:
Participation
is based on the
honor system.
You are not
fooling us, you
are only
fooling
yourself.

Here's how to complete the form:

- Each week that you decide to participate in an Employee Wellness Program sponsored activity, find the activity on the Monthly Activity Form and write in the amount of points its worth.
- Points are earned on a quarterly basis for programs that employees are personally enrolled in, such as the Healthy Weight Program, Tobacco Cessation Program, and outside volunteering. The Book Club membership and participating in the blood drive held at City Hall are also programs where points are earned quarterly.
- Preventative Care is a program for employees who receive their annual physical, prostate examination, mammogram, and pap smear. The Medical Reporting Form can be found on Swami under Employee Interest link, click on Employee Wellness Program and then click on "forms". Before your exam, take the Medical Reporting Form with you and have your physician sign and date the form. Once completed, send the original form to Risk Management to earn points. Points can be earned only once a year per examination.

~All forms due during the 1st week of every month. Turn in your completed form to Rebecca in Risk Management.

Find all
calendar of
events and
activities on
Swami

Monthly Activity Form

City of Culver City Employee Wellness Program

Name: _____

Month: _____

Year: _____

Dept: _____

Activity	Description	Point Value	Week 1	Week 2	Week 3	Week 4	Week 5	TOTAL
Exercise - Using the Wellness Hour which requires prior approval from Dept. Supervisor OR personal exercise routine during own lunch period	Wellness Hour limited to STRETCHING, WALKING, STAIR CLIMBING, DEPARTMENTAL GROUP SPORT GAMES and entire hour must be used per week. Lunch time exercise performed minimum of 2 x per week; bike riding, group sport games, jogging, walking, stretching. 10 pts maximum per week.	10						
On site exercise class	Each class worth 3 points (see Calendar of Activities & Events on Swami under Employee Interest link and click on Employee Wellness Program)	3						
Bike or Walk to Work	Bike or walk to work minimum 2 x per week.	3						
Preventive Care	Completing the Medical Reporting Form Requirements- 1 time per year. 10 pts per examination. Instructions found on Swami under Employee Interest link & click on Employee Wellness Program and find it under "Forms"	10	Date of Exam:					
Healthy Weight Program (personal enrollment)	Registered at Curves, Weight Watchers, NutraSystem, Gym, etc. Max pts per quarter: 10	10	Program / Gym Name:					
Tobacco Cessation Program (personal enrollment)	Points awarded per program (not per class). Max pts per quarter: 10	10	Class offered by:					
Lunch and Learn Workshops (sponsored by the Employee Wellness Program)	Each workshop is worth 2 points (see Calendar of Activities & Events on Swami under Employee Interest link and click on Employee Wellness Program)	2	List Workshop (s) Date(s)					
Volunteer Work	Points awarded per organization.	2	List Organization(s):					
Weekly walk in the park (every Wednesday from 12-1pm) start at City Hall and walk to Carlson Park. Bring your own lunch for sit down picnic	Each walk worth 5 points per week	5						
Blood Drive	Conducted once every quarter at City Hall. Max pts per quarter: 5	5						
Book Club Member	Club will meet monthly; each book read worth 3 points	3	List title of book(s)					
*Weekly and quarterly points issued ONLY when completing the maximum points per activity. Form due to Risk Mgmt 1st week of every month.								

Attachment 5

How to Start the StairWELL Program

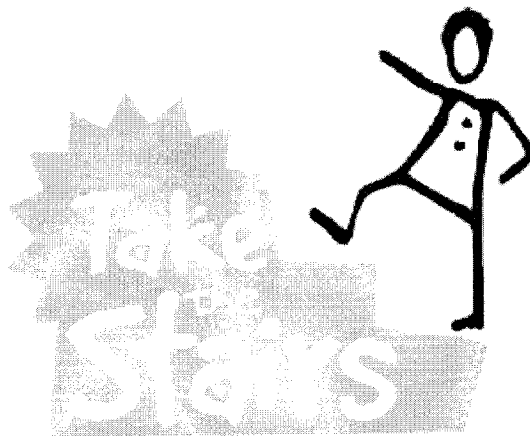
Begin breaking the old habit of riding the elevator and begin walking the stairs! By walking the stairs, you are raising your fitness level one step at a time. Here's what you need to do:

1. Complete the Employee Registration Form on Swami by clicking on the Employee Interest link, click on Employee Wellness Program and you will find it under "forms". Once the form is completed, pick up your pedometer with Rebecca Fairbanks in Risk Management.
2. Track the number of steps you walk daily and write them down. Exercise at home will be counted as well.
3. Each Monday morning, email Employee Wellness at employeehealth@culvercity.org and give the number of steps taken per day from the previous week. Remember, walking steps count as well.
4. The person who takes the most steps from the previous week, will win a small prize.
5. Prizes will be distributed by Monday afternoon.

Example: Start tracking your steps on Monday April 7. On Monday April 14, email Employee Wellness with your steps from the previous week. Start tracking your steps for the new week on Monday April 14.

Fun Fact: Developed by the National Institute of Health, 10,000 Steps is a convenient way to measure the minimum amount of daily activity needed for the average adult to get and stay healthy. 10,000 steps equals roughly 5.1 miles.

*This program is strictly based on the honor system. Please remember, you are not fooling us, you are fooling yourself.



Physical
activity will
add years
to your life,
and life to
your years.



Attachment 6

City of Culver City Employee Wellness Program

Stretching: Warming Up and Cooling Down
April 1, 2008-December 31, 2008

Warming Up

Before stretching, it is a good idea to do several minutes of general movement (walking, swinging the arms, etc.) to warm the muscles and related soft tissue. This will get the blood moving. You still have to stretch correctly whether you are warmed up or not.

Some athletes have reported they are more likely to get injured if they don't warm up before stretching. It is possible to get hurt stretching if:

- You are in too much of a hurry (not relaxed).
- You push too far, too soon (overstretching a cold muscle).
- You are not paying attention to the feeling of the stretch.

You will not get hurt stretching if you stretch correctly. For your convenience instructions on stretching for specific activities have been provided on a separate attachment under "forms". You will sense how far to stretch if you are paying attention to how the stretch feels; tune into your body.

Cooling Down

You should cool down after exercise by doing a scaled-down version of the main workout. Get your heart back down towards a resting rate. Then stretch to prevent muscle soreness and stiffness.

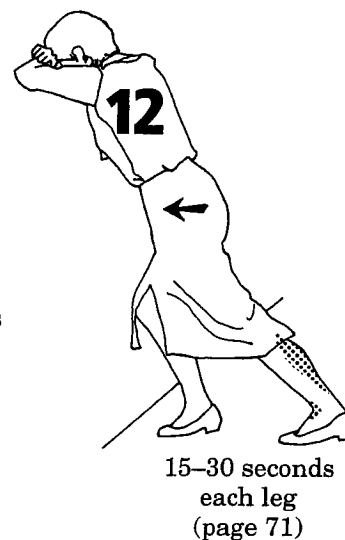
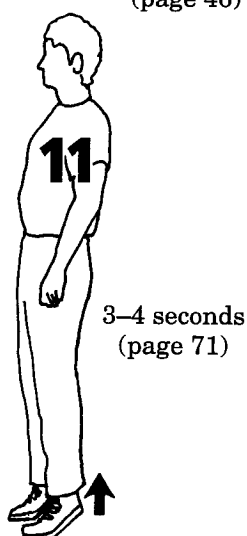
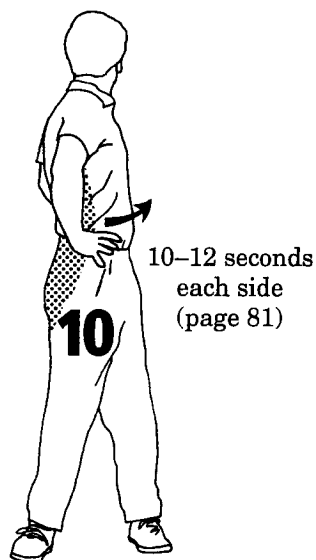
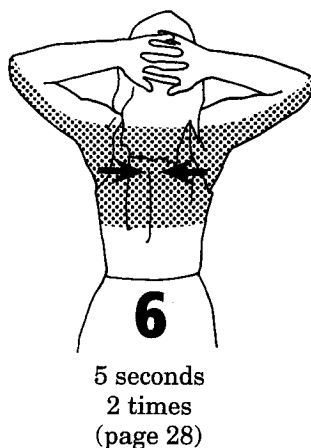
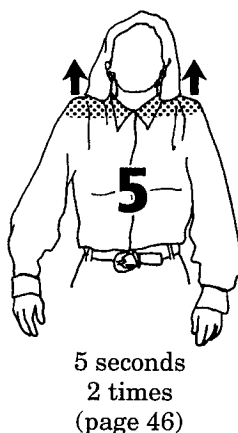
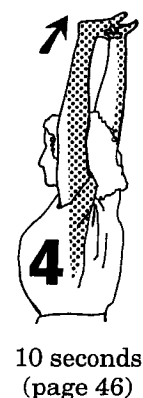
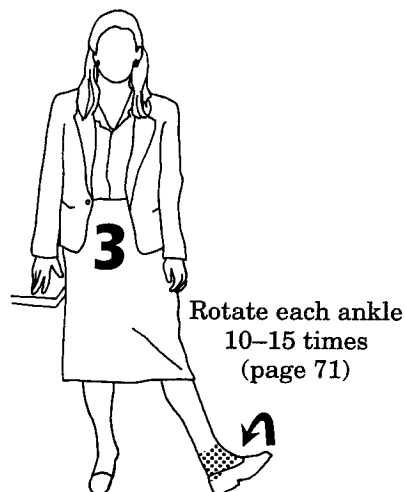
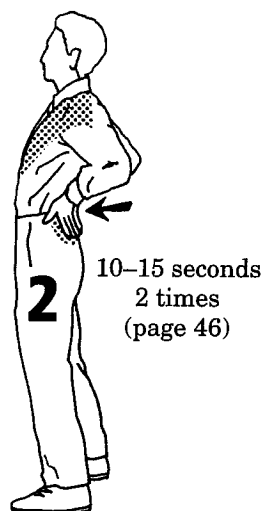
~Material referenced from book titled: Stretching by Bob Anderson

After Sitting

Approximately 4 Minutes

This is a series of stretches to do after sitting for a long time. The sitting position causes the blood to pool in the lower legs and feet, the hamstring muscles to tighten up, and the back and neck muscles to become stiff and tight. These stretches will improve your circulation and loosen up those areas that are tense from a prolonged period of sitting.

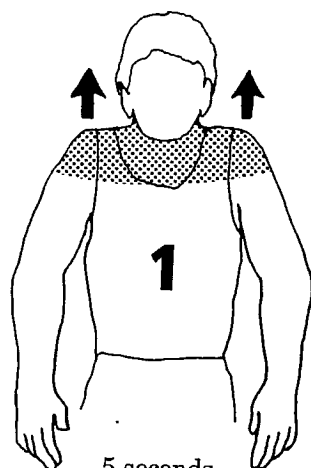
1
Walk a bit
for 2-3 minutes



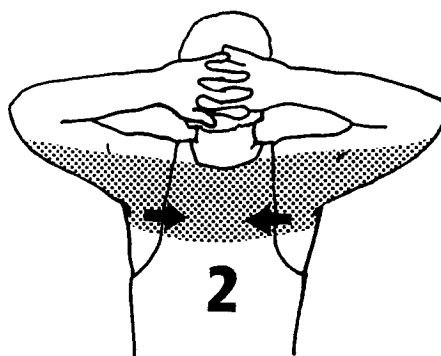
Before and After Basketball

Approximately 7 Minutes

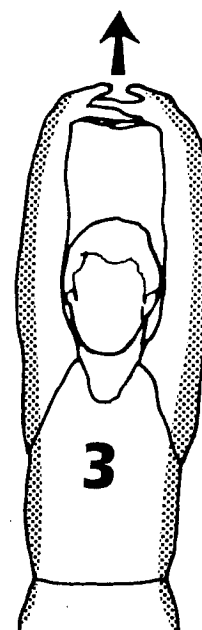
Warm up by jogging for 3-5 minutes before stretching.



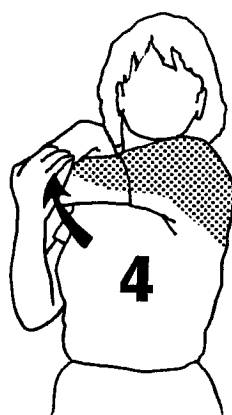
1
5 seconds
3 times
(page 46)



2
5 seconds
2 times
(page 28)



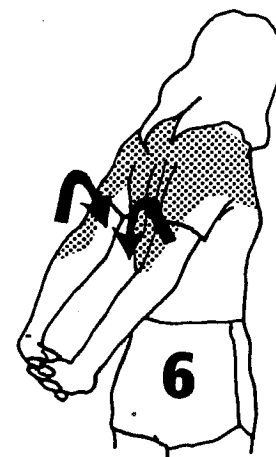
3
15 seconds
(page 46)



4
15 seconds
each arm
(page 43)



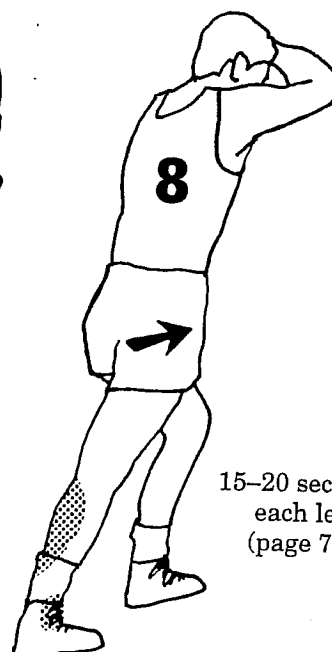
5
8-10 seconds
each side
(page 44)



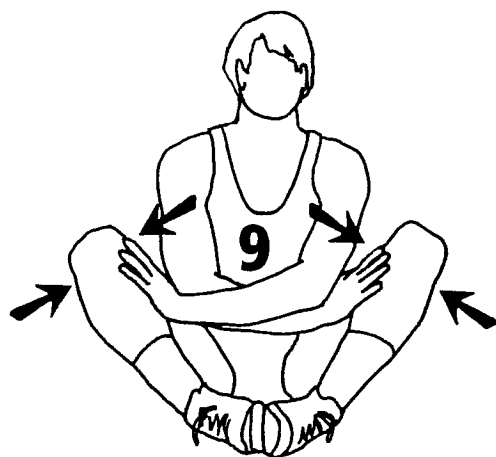
6
10 seconds
2 times
(page 47)



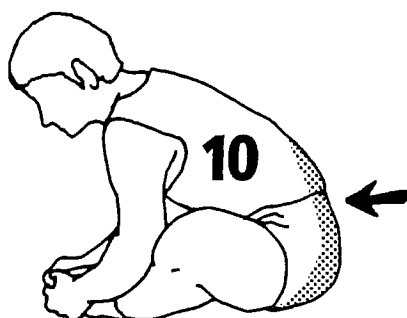
7
30 seconds
(page 55)



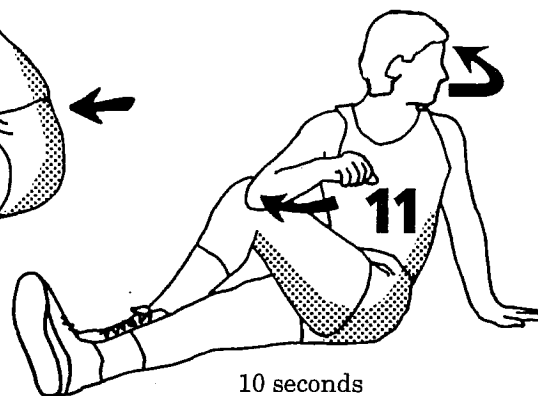
8
15-20 seconds
each leg
(page 71)



5-8 seconds
(page 59)



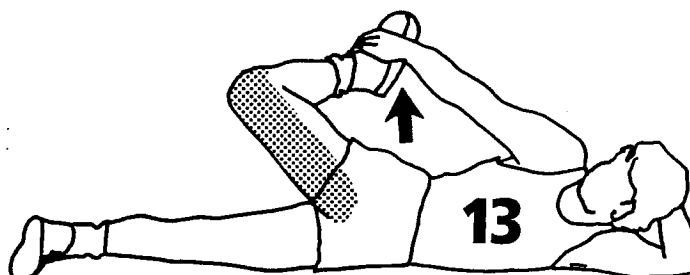
20 seconds
(page 58)



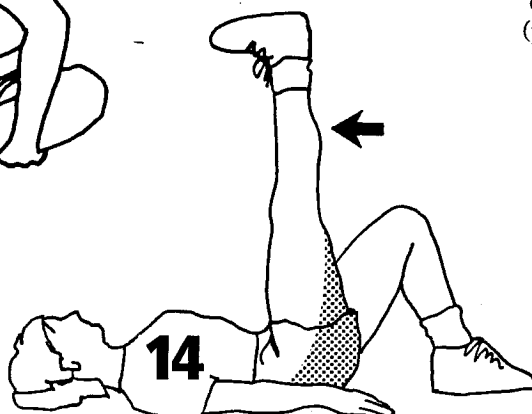
10 seconds
each side
(page 60)



10 seconds
each leg
(page 39)

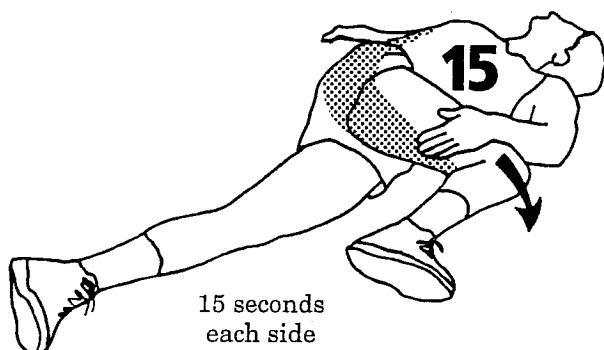


10 seconds
each leg
(page 36)

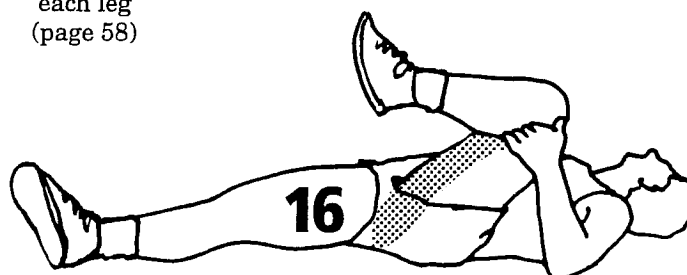


10-15 seconds
each leg
(page 58)

Short on time?
Do this mini-routine:
1, 3, 5, 6, 7, 8, 9, 10
Approx. 3 minutes



15 seconds
each side
(page 32)

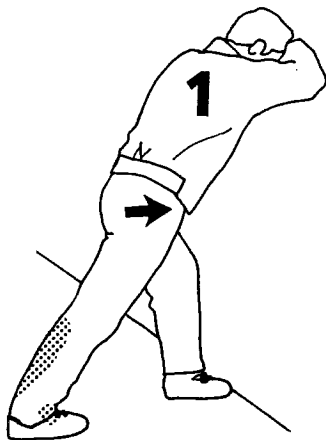


20 seconds
each leg
(page 63)

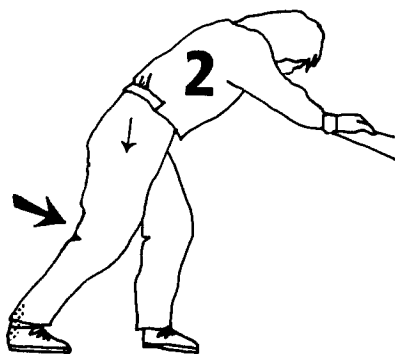
Before and After Walking

Approximately 5 Minutes

These stretches will make the movements of walking feel free and easy. Warm up by walking several minutes before stretching.



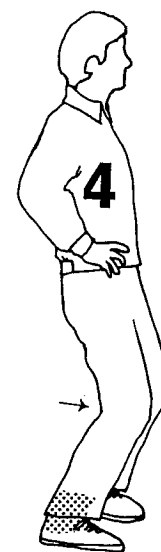
20–30 seconds
each leg
(page 71)



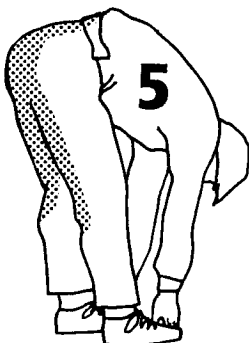
5–10 seconds
each leg
(page 71)



10–15 seconds
each leg
(page 75)



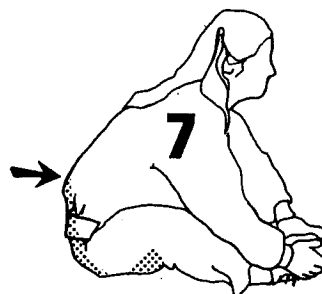
20–30 seconds
(page 55)



10–15 seconds
(page 54)



10 seconds
each leg
(page 53)



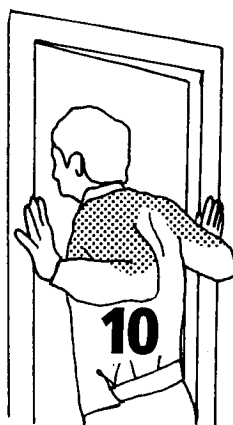
10–15 seconds
(page 58)



15–20 seconds
each side
(page 61)



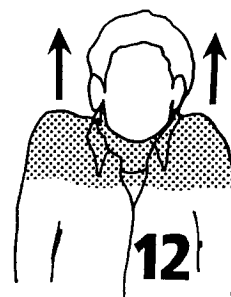
10–15 seconds
each leg
(page 39)



10–20 seconds
(page 47)



8–10 seconds
each side
(page 44)



5 seconds
2 times
(page 46)

Attachment 7

Healthy Recipe Corner

Garden Veggie Sauté

Recipe submitted by Rebecca Fairbanks-Risk Management

Ingredients:

- 2 Tablespoons olive oil
- 12 cloves garlic, minced
- 1 medium onion, chopped
- 1 1/2 cups sliced mushrooms
- 2 yellow summer squash, sliced
- 2 zucchini, sliced
- 4 medium tomatoes, chopped
- 1/2 teaspoon each: salt, oregano, rosemary, and thyme (dried) 1/2 cup finely shredded Parmesan cheese

Method

Heat oil in a large skillet over medium heat. Add garlic, onion, mushrooms, squash and zucchini; stir-fry for 5-8 minutes until tender-crisp. Add tomatoes and spices. Continue cooking 5 more minutes. To serve, sprinkle with Parmesan cheese.

~Helpful Tip: I serve this side dish with grilled chicken.

*If you have a healthy recipe you
would like to share with
employees; please email it to
employeeewellness@culvercity.org*





City of Culver City Employee Wellness Book Club



Grab a reading buddy and help build the Employee Wellness Book Club! Reading allows your mind to relax and your imagination to soar. Many of us always say how "we used to read" but our days are now too hectic. Now is the time to break the old habit and allow yourself to enjoy a good story and talk about it with friendly company!



All you need to do is complete the coupon below and once there are at least two people signed up, we can begin reading! The club will agree on a day to meet once a month and discuss the book of choice.



BEGIN READING NOW!



Book Club Member

Name of Employee/Dept: _____



Return to Rebecca in Risk Management

Any questions: x5682



Reading is Fun! Join Today

City of Culver City Employee Wellness Program



Walking Buddies

There are many of us who would love to take a break and walk but may not have a walking buddy. Below is a list of employees who already have established a daily walking routine and would love to have additional company. If you and your buddy have a walking routine, please add your information below and allow others to join!

Name:	Time	Meeting Place	Duration
Rebecca Fairbanks and Kathleen Harrell	3:30pm	Graphics; 1 st Floor City Hall	15 minutes