



LAC LA BICHE COUNTY PROCEDURE

TITLE: Employee Wellness Programs Standard Operating Procedure

PROCEDURE NO: CS-03-016-03

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 General Statement

Lac La Biche County supports the development and implementation of wellness programs for employee's that will provide education and awareness of the benefits of wellness, build skills to assist individuals in making healthy choices, and make changes to the work environment that will facilitate those healthy choices.

2.0 Participation

- Participation in the Lac La Biche County wellness programs is strictly voluntary.
- Employees that wish to participate in the Lac La Biche County wellness programs may be asked to submit information that relates to their current health, and potential health-related goals they wish to accomplish through the program. This information will be held in confidence.
- Lac La Biche County employees that wish to discontinue their participation in any component of wellness programs may do so at any time without the necessity of an explanation or discussion.

3.0 Privacy

- All information provided by Lac La Biche County employees for the purposes of participation in the Lac La Biche County wellness programs shall be kept private and confidential, and will in no way, shape or form be used in the evaluation of their performance at work, or affect their employment status with Lac La Biche County.
- All medical information will be strictly confidential, and shall not be used against the employee in any way, shape or form.
- Access to employee wellness programs information will be limited to the Human Resources department, specified trainers, and the health professionals associated with this wellness program, or other County wellness leaders, upon approval by the employee.

4.0 Legal Considerations

- Lac La Biche County will advise all employees that are considering participation in wellness programs to consult their physician before undertaking any regimen of diet or exercise.

- Lac La Biche County will not be held liable for any accidents or incidents that occur off of Lac La Biche County premises that may be construed as arising out of participation in the wellness programs.
- Lac La Biche County employees are not required to participate in the wellness programs, and may participate voluntarily, of their own volition, without any unnecessary fear of retaliation for lack of participation.
- Lac La Biche County offers these programs as a service to our employees, and will not try to influence the behaviors of employees on County premises relating to health, except for any other Lac La Biche County policy or procedure that reasonably prohibits types of behavior in particular circumstances.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date