

1-05/100.00 Wellness Program

Each Branch will have a Wellness Coordinator who will oversee that wellness information being disseminated to the personnel at their unit of assignment. The coordinator will assist in the yearly work site health assessments of their Units personnel. They will keep a library and catalog of wellness information available to their Units personnel. They will also be part of the Department Wellness Program and attend quarterly meetings.

Each Area Lieutenant is responsible for ensuring that their Wellness Coordinators are fulfilling the duties relative to the assignment. Area Lieutenant monitoring the audits will ensure compliance by the coordinators as outlined in the guide, with emphasis on the following areas:

- Utilization of the coordinator's guide and wellness module
- Program materials are disseminated to work site, general and safety employees
- A Wellness Committee has been established at the work site with regularly scheduled meetings
- A tracking system has been implemented with quarterly budget/cost reports sent to the Wellness Program Unit
- Attendance at the Department wellness quarterly meetings
- Assistance in scheduling and coordinating the yearly work site health assessments for their personnel
- A wellness library and catalog has been created and is accessible to employees

Each Branch/Unit will have a review of its program included in their annual audit. Unit Commanders and Area Lieutenants will now be required to verify the existence of an ongoing Wellness Program as well as the presence of a wellness module and coordinator's guide at each at each Branch or Unit.

Lieutenant and Unit Commanders are reminded that the Wellness Program is important to the welfare of our personnel. The priority you give to its success is relative to the priority we place on the well-being of our employees.
