

**Well Workplace Award
Executive Summary**

**City of
Lincoln**
Silver Award

Information in this publication is carefully reviewed for accuracy. Questions, comments, or ideas are welcome. Please direct to Dr. David Hunnicutt, Executive Editor, at the address below.

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General Information

WELL WORKPLACE

Silver Application

Basic Information

Name of Organization City of Lincoln

Address of Organization _____

Council Affiliation WorkWell, Inc.

Contact Person Terri Storer

Title Wellness Committee Chairperson

Work Telephone _____

Fax Number _____

E-Mail Address _____

Alternate Contact John Reid

Parent Organization City of Lincoln

Number of Sites Covered by this Application Approximately 200 sites

Number of Employees Covered by this Application 2,300 employees

Nature of Business or Industry Local Municipal Government

Name of CEO Coleen J. Seng, Mayor

Date of Application March 2004

Well Workplace Application

Executive Summary

General Information:

Contact Name:	Terri Storer	Alternate Contact:	John Reid
Company Name:	City of Lincoln, NE	Address:	
City, State, Zip:	Lincoln, NE 68508	Application Level:	Silver

1. Capturing on Senior Support

Support is provided by the Mayor and directors of City departments. In particular, the Personnel director has been very supportive in terms of attending committee meetings, delegating the authority to implement wellness activities to staff and the committee, and issuing supportive memos and letters to City employees. Enormous senior level support has been provided through the Risk Management Division.

2. Creating Cohesive Wellness Teams

A Wellness Committee comprised of delegates appointed by Department directors has been charged with the responsibility of planning, implementing, and directing wellness activities. There are 18 members participating in monthly organizational meetings. These members are comprised of delegates from City departments, union representatives, and ex-offio members from Risk Management, serving two year terms.

3. Collecting Data to Drive Health Efforts

A survey of employees was conducted several years ago serving as an initial blueprint for wellness activities. A new survey of employees has been completed in August, 2003, which has targeted additional areas of focus for the future, such as weight management and cholersterol.

4. Crafting an Operating Plan

The Bronze Award application completed in the fall of 2002 allowed the committee to reflect on accomplishments and plan for the future. Based on our goals and objectives, we developed an operating plan taking survey results, health claim history, worker's compensation history, and other criteria into consideration. Continual evaluation of these sources of information for improvement have further strengthen our mission and assisted in identifying activities. The 2003 Survey results are being incorporated into our existing data.

5. Choosing Appropriate Interventions

We looked at incorporating a variety of approaches to the area of wellness. We have provided educational/awareness activities, we have offered behavior modification activities, and we have offered hands-on activities which have actually incorporated wellness action into an employee's schedule. By approaching it from different angles, we created varied approaches to getting the point across to various segments of the employee population.

6. Creating a Supportive Environment

The City's overall policies and benefits support the concept of wellness. The City offers the most advanced benefit options of area public or private companies in the area, in the form of health plan, retirement plan, and other benefits. The City has consistently implemented and enforced policies on seatbelt usage, no smoking, drug use, etc.

7. Consistently Evaluating Outcomes

Obtaining oral and written evaluations of programs provided. In fact, our 2003 Survey results indicated that we have made a difference - physical activity increased by 22% from 2001; tobacco usage decreased by 3.7%; stress at work was reduced; and 36% of the respondents

indicated that the Wellness Program definitely had a positive impact on their life.

PREFACE

ORGANIZATIONAL AND PROGRAM BACKGROUND

Overview of the Background of Organization

The City of Lincoln is a local government providing a wide range of services to a growing community of 225,000 citizens. Approximately 17 departments/agencies employ more than 2,000 employees in a broad range of positions in a variety of environments which includes indoor and outdoor comprise the entity. Services to the community range from senior centers, health clinics, libraries, parks, fire, and police to heavy construction activities as well as the various support services to city departments/agencies such as Personnel, Finance, Information Services, Legal, and Planning. City government is administered by Mayor Coleen Seng. The City of Lincoln received the Well Workplace Bronze Award in 2002. Workwell staff recommended the application for the Silver Award.

Background of Wellness Initiative

The Wellness Program was originally developed in 2000 in an effort to encourage healthy lifestyles for city employees and their families. The program is administered through the Risk Management Division with input from various departmental delegates who serve on a Wellness Program Committee. These delegates provide crucial information and ideas solicited from their peers bringing this information back to the Committee for implementation. While the initial intent of the Wellness Program was geared toward physical health, the Committee has adopted a concept of heightening awareness related to physical, emotional, financial, and relationship health issues as a more holistic approach to the well-being of our employees and their families.

Vision and Mission Statement

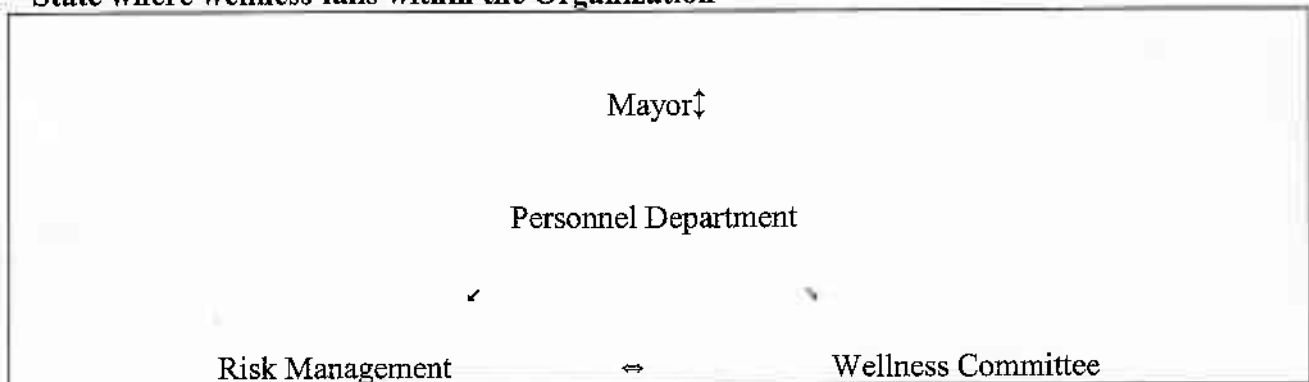
The Mission Statement for the City of Lincoln is as follows:

"To fulfill the executive and administrative power vested in the Mayor by the City Charter; to enforce the provisions of the City Charter, City Ordinances and all applicable laws; and to exercise the power granted in the Charter concerning the enforcement of ordinances and applicable laws, the appointment and removal of certain officers, employees and members of boards and commissions with the ultimate goal of protecting the health and safety of our citizens; preserving and enhancing Lincoln's unique character and quality of life; and to carry out these duties in an open, honest, fair and accountable way that involves the citizens in their government."

The Mission Statement for the Wellness Program is as follows:

"Promoting and Encouraging Healthy Lifestyles Through Wellness Activities for Employees and Their Families"

State where wellness falls within the Organization



Descriptive Overview of the Look and Feel of the Initiative based around the Seven Critical Benchmarks - the Seven Cs:

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Individuals Who Have Made the Wellness Initiative What it is Today

Without the benefit of a full-time wellness coordinator, our Wellness Committee as a collective unit, along with the Risk Management Division, has provided the most significant contribution to the success of the Wellness Program. The Committee has been given the built-in infrastructure for dissemination of information, serve as a collector of information to share with the the City's health insurance provider, and has developed a network of contacts for facilitators and workshops. The two most consistent themes of the Committee have been as follows:

1. "Wellness goes far beyond the simple idea of physical health - it must be approached as a

holistic approach incorporating family with a focus on mental health, stress management, financial knowledge, and balance between work and home"

2. "An employee may not have any control of some factors in their live such as environment or genetics, but they can control many other factors such as nutrition, exercise, and life style activities as what they do today will have an impact on their life in the future."

Three Unique Strengths the Wellness Initiative Offers for the Employees

1. We have diversified the delivery of our programs by using varied approaches to the same topic - lunch/learn; testing/screening; and communication.
2. We have continual provision of those initiatives that work - a mixture of those on city time and personal time.
3. The Wellness Committee, by design, provides the needed consistency to maintain the program.

Brief Description of the Most Popular Programs and Activities the Initiative Offers:

The three most popular programs have included the 10KDay, the Back Initiative, and the Wellness Fair. Over 200 employees participated in the 10KDay program and very positive feedback. The Back Initiative was primarily conducted in the Fire Department by two doctors and provided a high level of training and implementation of new approaches to doing their job. The Wellness Fair was highly attended and provided information on physical, emotional, and financial help issues.

Other Pertinent Information