



## ADMINISTRATION POLICY:

### Health and Wellness

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**Policy number:** HR-037 (B)  
**ALT report:** N/A  
**Approved by:** Administrative Leadership Team (ALT)  
**Effective date:** 2005/02/15  
**Next revision due:** 2018/01/05  
**Department/BU:** Corporate Services / Human Resources

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#### BACKGROUND

The commitment of the Corporation of the City of Calgary (“The City”) to health and wellness is aligned with Council priority: A well run city and an employer of choice. The City has this commitment in order to create and sustain a healthy and productive workplace.

This policy should be read in conjunction with the City’s accompanying administrative policies listed in the supporting references section. This document does not replace, but rather complements the policies listed.

#### PURPOSE

The purpose of this administration policy is to outline The City’s commitment to supporting employee health and wellness.

#### DEFINITIONS

1. Health - A state of optimal physical, mental and social well-being and not merely the absence of disease or infirmity. Health refers to the physical capacity and social and psychological resources that enables individuals to lead fulfilling lives. Health depends on a person’s ability to adapt and self-manage in the face of social, physical, and emotional challenges.

2. Leaders – The City Manager, General Managers, Directors, Managers, Supervisors or any other persons who are in a position of directing work and/or people relating to City workplace operations.
3. Wellness - Wellness goes beyond health, emphasizing the active and on-going process by which individuals become aware of, and make choices that will lead to or sustain a high quality of life. Wellness is a conscious, self-directed and evolving process of achieving full potential in life's major domains – spiritual, emotional, intellectual, physical, occupational and social.

## **POLICY**

### **1.0. Scope/Exceptions**

#### **1.1. Scope**

This administrative policy applies to all City employees.

#### **1.2. Exceptions**

None provided.

### **2.0. Consequences of Non-Compliance**

- 2.1. City of Calgary employees are accountable for their mental, social and physical health and well-being. Leaders are accountable for supporting employee health and wellness, providing relevant information and supporting healthy workplace practices.

### **3.0. General Policy Statements**

The City of Calgary is committed to:

- 3.1. A strategic and integrated approach to optimize employee physical, social and mental health
- 3.2. Assessing and addressing the psychosocial factors listed in the *National Standard for Psychological Health and Safety*:
  - 1) psychological support;
  - 2) organizational culture;
  - 3) clear leadership and expectations;
  - 4) civility and respect;
  - 5) psychological job demands;
  - 6) growth and development;
  - 7) recognition and reward;

- 8) involvement and influence;
- 9) workload management;
- 10) engagement;
- 11) work/life balance;
- 12) psychological protection from violence, bullying, and harassment;
- 13) protection of physical safety; and
- 14) other chronic stressors as identified by workers.

The City of Calgary will do this by:

- 3.3. Providing a health management program that supports ill or injured employees in their efforts to return to work safely and early, supports accommodation efforts required to fulfil its legal obligations regarding the duty to accommodate; and provides guidance to leaders and employees on health issues that may impact employees' ability to effectively and safely perform work;
- 3.4. Delivering and promoting health and wellness initiatives that support and encourage employees and leaders to make healthy lifestyle choices within, and outside of the workplace;
- 3.5. Providing employees and leaders with education and learning opportunities to increase awareness of health and wellness programs, services and resources;
- 3.6. Promoting the benefits program for the health and financial well-being of employees and immediate family members;
- 3.7. Supporting flexibility in the workplace, that contributes to a productive work environment by supporting employees in achieving work/life balance, increasing environmental benefits related to transportation, reinforce the City direction regarding use of space and make the City of Calgary a positive choice for attraction and retention of employees;
- 3.8. Collaborating with internal and external stakeholders to develop and deliver corporate-wide and targeted employee health and wellness initiatives that are timely, relevant and accessible;
- 3.9. Continuing to measure and analyze performance improvement of the health management and employee wellness programs and initiatives. As well as providing leaders with Business Unit data to support employee engagement and productivity; and
- 3.10. Considering and actively seeking employee input and perspectives on their diverse needs with respect to policies, programs and available services.

## 4.0. Roles and Responsibilities

The City recognizes a shared responsibility between employees and leaders across the corporation to support and encourage employee health and wellness and to continue to build and sustain a healthy and productive working environment.

- 4.1. Employees (participants) are responsible for recognizing and accepting personal responsibility for their mental, social and physical health and well-being.
- 4.2. Leaders (champions) are responsible for supporting employee health and wellness initiatives that contribute to a healthy and productive working environment. In addition, leaders need to be aware of the impact they have and the role they play in encouraging employee engagement, they should be aware of employee health and wellness programs, services and resources the Corporation has available to their employees and leaders should support and model healthy workplace practices.
- 4.3. Human Resources is responsible for providing advice and coordination for corporate-wide health and wellness programs, services and resources that are aligned with corporate values and council priorities and that support business unit success in achieving their goals.
- 4.4. Unions (employee representatives) – Union representatives are responsible for supporting employees in the area of health and wellness.

## SUPPORTING REFERENCES

Please note that some of the items listed below may not be publicly available.

### References to related corporate-wide procedures, forms and templates

- [A Guide to Respectful Workplace Policy](#)
- [Formal Complaint Investigation Procedures](#)
- [The City of Calgary Accommodation Guidelines](#)
- [Flexible work Options Guidelines](#)

### References to related [Council policies](#), bylaws and [administration policies](#)

[Code of Conduct Policies](#)  
[Health and Wellness Policies](#)  
[Human Resources Policies](#)

## REVISION HISTORY

Review Date	Description
2015 01 05	Minor revision (B). All Sections updated to replace the temporary document with current Health and Wellness Policy.
2011 05 30	All Sections updated to replace the temporary document with current Health and Wellness Policy.
2009 07 01	All Sections revised to reflect development of Occupation Health and Safety Policy (HS-ESM-001). Renamed to Health and Wellness Policy. This revision is a temporary document until Health Management & Wellness Policies have been developed to supersede what remains of Chapter 37.
2005 02 15	Chapter 37: Health, Safety and Wellness (in the hard-copy-based editions of the Administration Manual)