

	Title: Wellness Program Number: 602 Effective: February 18, 2025 Cancels: October 15, 2019 Prepared by: Haley Dorian, HR Manager Approved by: Authority Board Resolution No. 2025-02
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POL-602 WELLNESS PROGRAM

This policy applies to all Mason Transit Authority (MTA) employees.

1.0 Purpose

To create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being. A healthy staff results in a more productive workforce with less absenteeism, fewer accidents, lower health care costs and greater overall savings by reducing the incidence of disease and disability.

2.0 Goal

- 2.1 To support wellness in the workplace by creating a program that includes voluntary health education and fitness activities that meet the needs and interests of the employees of MTA.
- 2.2 Pursue earning the AWC WellCity award and receiving a medical premium discount.

3.0 Policy

- 3.1 The Wellness Team will be comprised of one volunteer from each of the following teams Administrative Services, Operations, Drivers, Maintenance, CommCenter, and T-CC.
- 3.2 Members of the Wellness Team will serve an indefinite term and are encouraged to be enthusiastic and supportive of the purpose and goal of the Wellness Program.
- 3.3 The Wellness Team will meet at least bi-annually during regular business hours and will follow an agenda prepared by the Chairperson of the Wellness Team.
- 3.4 Duties of the Wellness Team include:
 - Provide enthusiastic support of the purpose and goal of the Wellness Team.
 - Create a sense of employee ownership by participating in the planning and promotion of wellness activities.
 - Perform evaluations of ongoing programs and activities.
 - Provide peer support and advocacy to boost wellness program participation.
 - Share responsibilities to lessen the workload impact on the Chairperson.



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- Establish and propose an annual budget to be considered for adoption during the annual MTA Budget process for the Wellness Program to be used for:
 - Special programs and promotions.
 - Health equipment for wellness rooms.
 - Other initiatives to promote employee health.
- 3.5 Offering financial incentives to drive robust participation.
- Wellness participants are eligible for financial Wellness incentives up to \$300 per person per year.
 - The Wellness Team establishes criteria to earn incentives or receive reimbursements, using the following as a general framework.
 - Fees for organized exercise events (5K walks, marathons, wellness challenges).
 - Health classes (Weight-Watchers, nutrition education, etc.).
 - Gym or health club memberships.
- 3.6 Any financial incentives paid will be part of the employee's paycheck and are taxable.
- 3.7 Financial incentives will be predicated on MTA's annual agency budget capacity.