



CITY OF SOMERVILLE, MASSACHUSETTS

JOSEPH A. CURTATONE

MAYOR

SARAH KLOOS
DIRECTOR OF PERSONNEL

PAULETTE RENAULT-CARAGIANES
DIRECTOR OF THE BOARD OF HEALTH

Wellness Program

I. Objective

The objective of the employee wellness program provided by the Wellness Committee in partnership with the Personnel Department and the Health Department is to promote wellness, healthy eating, and active lifestyles among City of Somerville employees. The Wellness Program will provide information resources and opportunities for worksite wellness and serve to boost employee morale in the workplace. The Wellness Program may also provide employees with information regarding workplace wellness benefits, including, but not limited to, employee benefits, area business and community organizations offering discounts to all city employees, and health and wellness information.

II. Management and Time/Place

Wellness Programming, managed by the Wellness Committee in partnership with the Personnel Department and the Health Department, will be held throughout the year in various suitable locations on City property.

III. Use of Public Resources

No public resources (i.e. employee/city time, copying, printing, etc.) shall be utilized in wellness programming for the purpose of primarily benefiting a specific vendor or private business, unless the activity relates to services for an official city program that is obtained through a procurement process. Any public resource which is used to benefit the wellness program (i.e. city hall space) shall be open and available to all City employees on an equitable basis.

IV. Participation in Wellness Programming

It is the City's policy to ensure that all similarly situated businesses who seek to offer resources, services, or discounts promoting wellness, healthy eating, or active living have an opportunity to do so.



CITY HALL • 93 HIGHLAND AVENUE • SOMERVILLE, MASSACHUSETTS 02143
(617) 625-6600 EXT. 3300 • TTY: (617) 666-0001 • FAX: (617) 666-4426
www.somervillema.gov



In support of this policy, the City shall use its best efforts to locate participants who will provide a variety of different types of businesses and/or community organizations to provide these types of goods and/or services. In particular, the City will either comply with applicable procurement law, or seek information and discounts for the Wellness Program through the following actions:

- a. Send a written invitation to the local chamber of commerce;
- b. Send a written invitation to past participants of the Employee Perks Fair and previous sponsors of the Mayor's Fitness Challenge;
- c. Post general information about the Employee Wellness Program on the city's personnel department website.

V. Communications About Wellness Programming

The City may use communications to advertise or promote the Wellness Program and related programming to city employees subject to the following requirements.

Any communication utilized for this purpose shall be limited to providing information about resources/services offered (i.e. name, discount offered). Each participant shall be afforded the opportunity to provide information to the city which may be used in a city communication about the Wellness Program, subject to review and approval by City personnel, including the law department.

All communications sent by the City to city employees relating to the Wellness Program that mention businesses or organizations offering resources, services, or discounts shall include the following disclaimer:

"Disclaimer: This e-mail is provided for informational purposes only and does not constitute an endorsement, recommendation or favoring of any product, service, process or organization by the City of Somerville. Any product, service, offer or discount referenced herein is the sole responsibility of the private organization offering same and the City of Somerville, makes no warranty and assumes no liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed."

VI. Donations; Raffle Prizes Offered for the Wellness Program

Any proposed donation of a supply or service by a business or organization to the city or to city employees shall be subject to the review and approval of the City

Where a donation is proposed by a business or organization as a raffle prize to be awarded to visitors of the fair, such gift shall not have a value greater than \$49.99, and shall comply in all aspects with the conflict of interest law.

VII. Discounts Offered to Public Employees

All businesses or organizations who seek to offer a discount to public employees as part of the Wellness Program shall submit the discount offer for review and approval by the City. Specifically, the Law Department shall review each discount to determine whether it complies

with the Conflict of Interest law. (i.e. discount is offered to the general public, all city employees, etc.)

VIII. Conflict of Interest Law

Participating businesses, organizations, and employees shall be aware that the Conflict of Interest Law may apply in circumstances where an employee accepts either a discount or a prize. If an employee accepts a prize or a discount, and also has official dealings with the same entity as a city employee, he or she may be required to file a disclosure under MGL c. 268A, s. 23(b)(3). Any questions regarding the Conflict of Interest Law should be directed to the Law Department and/or State Ethics Commission.

IX. Proviso

The City has the right to cancel, modify or reschedule any Wellness Programming at its sole discretion, with or without notice. In such event, the City shall have no responsibility or liability to any participating business, organization, or employee.

Adopted on 10/31, 2012

Initial: SK
Director of Personnel

Initial: PR-C
Director of the BOH