



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

WEDNESDAY, AUGUST 7, 2024
11:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

THIS MEETING WILL BE HELD AT THE ABOVE DATE, TIME, AND LOCATION AND MEMBERS OF THE PUBLIC MAY ATTEND IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028. FOR THE CONVENIENCE OF MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON, FALLBROOK PUBLIC UTILITY DISTRICT PROVIDES A MEANS TO OBSERVE AND PROVIDE PUBLIC COMMENTS AT THE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION. PLEASE NOTE THAT IN THE EVENT OF TECHNICAL ISSUES THAT DISRUPT THE ABILITY OF MEMBERS OF THE PUBLIC TO VIEW THE MEETING OR PROVIDE PUBLIC COMMENTS THROUGH THE WEB CONFERENCE OPTION, THE MEETING WILL CONTINUE.

Join Zoom Meeting

<https://us06web.zoom.us/j/83952507841?pwd=wrFRtUyGhIKYz3Ezr1Rvsn0gov0FM.1>

MEETING ID: 839 5250 7841

AUDIO PASSCODE: 409512

Dial by your location

+1 346 248 7799 US (Houston); +1 720 707 2699 US (Denver); +1 253 215 8782 US (Tacoma);
+1 312 626 6799 US (Chicago); +1 646 558 8656 US (New York); +1 301 715 8592 US (Washington DC)

Find your local number: <https://us06web.zoom.us/u/kdtwJJ7KrK>

PUBLIC COMMENTS: Members of the public may submit public comments and comments on agenda items in one of the following ways:

SUBMIT COMMENTS BEFORE THE MEETING:

- By emailing to our Board Secretary at leckert@fpud.com
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District’s Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Board during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

REMOETLY MAKE COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the “Participants List,” hover over your name and click on “raise hand.” This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

MAKE IN-PERSON COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to discussion if there are any comments from the public on each item, at which time members of the public attending in person may make comments.

THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT’S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION/DISCUSSION----- (ITEM A)

A. EMPLOYEE WELLNESS PROGRAM

III. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

I, Lauren Eckert, Executive Assistant/Board Secretary of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Lauren Eckert, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

July 30, 2024
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

M E M O

TO: Personnel Committee
FROM: Isabel Casteran, Safety and Risk Officer
DATE: August 7, 2024
SUBJECT: Employee Wellness Program

Purpose

To incorporate a written wellness program focused on enhancing the overall well-being of District employees, prioritizing their health and safety.

Summary

This wellness program focuses on improving physical, mental, and emotional health. Components of this program will include wellness activities and initiatives, along with providing resources for fitness programs, mental health support, smoking cessation programs, nutritional counseling, health screenings, and wellness challenges. The goal of these wellness challenges is to encourage employees to set and achieve health-related goals through fun and interactive activities.

Our foremost objective is to promote and support employee health, safety, and their overall well-being. We aim to provide resources and initiatives that empower employees to make healthier lifestyle choices, reduce health risks, and enhance their physical and mental well-being.

Budgetary Impact

The District receives an annual wellness grant from ACWA JPIA to be allocated towards specific wellness-related items. This year's grant was \$2,000. This grant will be used to purchase items to support the overall objective of the District's wellness program. Additional funds in the amount of \$3,000 are requested in order to expand the program and incentivize more employees to participate.

Recommended Action

This item is for information only. No action is needed.



Fallbrook Public Utility District
990 E. Mission Rd., Fallbrook, CA 92028
www.fpud.com
760.728.1125

Employee Wellness Program

Prepared by:

Isabel Casteran
&
Lauren Eckert

1. Introduction

Welcome to the Employee Wellness Program of Fallbrook Public Utility District. Our primary objective with this manual is to establish a clear framework for promoting and maintaining the well-being of our valued employees.

At Fallbrook Public Utility District, we are dedicated to upholding the highest standards of employee wellness. This program serves as a comprehensive guide to employee wellness, demonstrating our commitment to the health and safety of our workforce.

2. Wellness Program Objectives

At Fallbrook Public Utility District, our wellness program is strategically designed with three primary objectives that prioritize the health, safety, and overall well-being of our employees:

- a. **Promoting Health:** Our foremost objective is to promote and support employee health. We aim to provide resources and initiatives that empower employees to make healthier lifestyle choices, reduce health risks, and enhance their physical and mental well-being.

3. Responsibilities

In this section, we outline the roles and responsibilities within Fallbrook Public Utility District in the successful implementation and maintenance of our wellness program. These roles foster a workplace that prioritizes employee health and well-being. The collaborative efforts of the Board of Directors, Management, Human Resources, Wellness Committee, and Employees are essential for the program's effectiveness.

Stakeholder	Roles and Responsibilities
Management / Board of Directors	Allocate resources and budget for wellness initiatives.
	Set an example by actively participating and promoting wellness.
Human Resources / Wellness Committee	Develop and communicate wellness policies and procedures.

	Administer and coordinate wellness activities and programs.
	Monitor program effectiveness and make necessary adjustments.
Employees	Actively participate in wellness activities and initiatives.
	Adhere to wellness policies and safety protocols.

4. Eligibility and Participation

At Fallbrook Public Utility District, we are dedicated to extending the benefits of our wellness program to all employees.

Eligibility Criteria

To be eligible for participation in our wellness program, employees must meet the following criteria:

- Full-time and part-time employees.
- Temporary and contract employees, subject to certain conditions.

Enrollment Procedure

Participating in the wellness program is a straightforward process:

- Employees can choose to participate in one or more wellness initiatives at any time.

Ongoing Participation

- Employees are encouraged to actively participate in wellness activities, workshops, and initiatives. Participation is voluntary but highly encouraged as it contributes to a healthier and enriching workplace.
- Our wellness program is designed to be inclusive, ensuring that all eligible employees have the opportunity to improve their health and well-being.

5. Health Assessments and Screenings

At Fallbrook Public Utility District, we prioritize employee health and safety, which includes comprehensive health assessments and screenings. Our process aims to ensure the well-being of our workforce.

Medical Examinations

- **New Hires:** All new employees undergo a mandatory pre-employment medical examination to assess their overall health and fitness for their roles.
- **Periodic Examinations:** Regular health check-ups may be required based on job roles or regulatory requirements.

Compliance

- We ensure that all health assessments and screenings comply with relevant US laws, including the Americans with Disabilities Act (ADA) and Occupational Safety and Health Administration (OSHA) standards. We maintain strict confidentiality of employee health information in accordance with HIPAA regulations.

Health Risk Assessments (HRA)

- We encourage employees to voluntarily participate in HRAs to identify potential health risks. These assessments are confidential and provide personalized recommendations for wellness.

6. Wellness Activities and Initiatives

At Fallbrook Public Utility District, we are dedicated to providing a diverse range of wellness activities and initiatives that cater to the holistic well-being of our employees. These offerings are designed to support physical, mental, and emotional wellness.

Fitness Programs

- We offer fitness programs that include gym access, yoga classes, and workout/step challenges to promote physical fitness and cardiovascular health.
- A number of free or discounted fitness apps and memberships are available through one or more of the District-offered health insurance plans.

Mental Health Support

- Employees have access to confidential mental health resources, including counseling services and stress management workshops, to support their

emotional well-being.

- A number of free or discounted mental health apps are available through one or more of the District-offered health insurance plans.

Smoking Cessation Programs

- Smoking cessation programs to help employees quit smoking and improve their respiratory health may be available through various District-offered health insurance plans. These programs may include counseling, nicotine replacement therapy, and educational materials.

Nutrition Counseling

- Nutrition counseling services offer personalized guidance to help employees make healthier dietary choices, manage weight, and address specific nutritional concerns.

Ergonomics Workshops

- We conduct workshops on ergonomic practices to enhance workplace comfort and reduce the risk of musculoskeletal issues.

Health Screenings

- Regular health screenings, including blood pressure checks and cholesterol tests, are available to monitor and manage employees' physical health.

Wellness Challenges

- Fun and interactive wellness challenges are organized, encouraging employees to set and achieve health-related goals.

7. Incentives and Rewards

At Fallbrook Public Utility District, we recognize and value the active participation of our employees in our wellness program. We offer incentives, rewards, and benefits that will motivate employee participation.

Participation Level	Incentive
Active Participation	Access to fitness facilities or classes.
	Gift cards or vouchers for achieving wellness goals.
	In office wellness activities.
Long-Term Commitment	Opportunity to lead or participate in wellness committees.
	Recognition at company events or meetings.

8. Confidentiality and Privacy

At Fallbrook Public Utility District, we are committed to safeguarding the confidentiality and privacy of our employees' health information. We understand the sensitive nature of this data and strictly adhere to relevant regulations, including the Health Insurance Portability and Accountability Act (HIPAA), to ensure the highest level of protection.

- HIPAA Compliance:** Our wellness program operates in full compliance with HIPAA regulations. This means that all employee health information, including medical assessments and screenings, is treated with the utmost confidentiality. Access to this information is restricted to authorized personnel solely for program administration and cannot be disclosed without the employee's explicit consent.
- Privacy Rights:** We respect the privacy rights of our employees and are committed to providing them with control over their health information. Employees have the right to access their wellness data, request corrections, and exercise their right to privacy without fear of discrimination or retaliation.

By prioritizing confidentiality and privacy in our wellness program, we ensure that employees can confidently participate and seek support for their health and well-being.

9. Communication and Promotion

At Fallbrook Public Utility District, effective communication and promotion of our wellness program are essential to engage and motivate our employees. We employ a multi-faceted approach to ensure employees are well-informed and encouraged to participate. This includes:

- **Regular Newsletters:** We distribute informative newsletters highlighting program updates, success stories, and upcoming wellness events.
- **Interactive Workshops:** We conduct workshops and training sessions on various wellness topics, allowing employees to actively participate and learn.
- **Awareness Campaigns:** We organize wellness awareness campaigns, including health fairs, awareness weeks, and challenges to keep employees engaged and excited about their health.
- **Personalized Communication:** We offer one-on-one communication with wellness coordinators to address individual employee needs and provide guidance.

10. Evaluation and Measurement

To ensure the ongoing success of our wellness program and its impact on employee health and safety, we employ a rigorous evaluation process. This includes:

- **Performance Metrics:** We measure participation rates, health improvement outcomes, and the impact on absenteeism and workplace injuries.
- **Employee Feedback:** We collect feedback through surveys and focus groups to gauge employee satisfaction and gather suggestions for improvement.
- **Continuous Improvement:** We use data-driven insights to refine our program, offering new initiatives and adjusting existing ones to meet the evolving needs of our employees while ensuring compliance with US health and safety standards.