

VILLAGE OF NEWCOMERSTOWN

Resolution No. 10-2026

PASSED:

A RESOLUTION ADOPTING THE VILLAGE OF NEWCOMERSTOWN EMPLOYEE WELLNESS PROGRAM.

WHEREAS, the Village of Newcomerstown recognizes the importance of supporting the mental, emotional, and overall well-being of its employees; and

WHEREAS, employees may experience personal or work-related challenges that impact their health, job performance, workplace safety, and quality of life; and

WHEREAS, the Village desires to establish an Employee Wellness Program that promotes both mental and physical wellness by providing confidential employee assistance resources, counseling services, and voluntary physical fitness opportunities for eligible employees; and

WHEREAS, the Village Council finds that implementation of an Employee Wellness Program provides a valid public purpose by promoting employee wellness, improving workplace morale, supporting employee retention, reducing workplace injuries, encouraging healthy lifestyles, and enhancing the efficient operation of Village services; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Newcomerstown, State of Ohio:

SECTION 1

That the Village of Newcomerstown Employee wellness program policy, attached hereto as “Exhibit A,” is hereby approved and adopted.

SECTION 2

The Mayor and Fiscal Officer are authorized to take all actions necessary to implement and administer the Village Employee Wellness Program, including entering into agreements with professional counseling providers, coordinating employee wellness initiatives, administering access to approved wellness resources, and distributing program information to eligible employees. Attached hereto as “Exhibit B”, Employee Assistance Program Agreement with Chrysalis Counseling Center, Inc.

SECTION 3

Participation in the Village Employee Wellness Program, including both Employee Assistance Program services and voluntary Physical Wellness Program activities, shall remain voluntary and confidential as provided in the adopted policy.

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SECTION 4

That the Fiscal Officer is authorized to make expenditures associated with the implementation and administration of the Employee Wellness Program, subject to appropriations approved by Council.

SECTION 5

That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

PASSED THIS _____ DAY OF August 2026

Attest:

Approved:

Lisa M. Spillman, Fiscal Officer

Patrick M. Cadle, Mayor

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EXHIBIT A:

Village of Newcomerstown Employee Wellness Program

Section I - Employee Assistance Program (Mental & Emotional Wellness)

Keep your existing EAP provisions here (eligibility, 12 visits, insurance coordination, confidentiality, provider agreement, payment provisions, and employee responsibilities).

Section II - Physical Wellness Program

Purpose

The Village of Newcomerstown recognizes that physical wellness is an important component of employee health, safety, and overall well-being. The Village supports voluntary participation in physical fitness activities to promote healthy lifestyles and enhance employee wellness.

Physical Fitness Facility

The Village provides access to a designated physical fitness/workout room located within the Newcomerstown Police Department for employee use during non-working hours. Participation is voluntary.

Use of the Facility

- Participation in the Physical Wellness Program is voluntary.
- Physical fitness activities shall be conducted during non-working hours unless otherwise authorized by the employee's Department Head.
- Employees shall use equipment only for its intended purpose.
- Horseplay or unsafe conduct is strictly prohibited.
- Employees are responsible for cleaning and returning all equipment after each use.
- Employees shall report damaged or unsafe equipment to the Chief of Police.

Police Department Employees

Police Department employees shall continue to comply with all provisions of the Newcomerstown Police Department Wellness Program regarding use of the fitness facility and equipment.

All Other Village Employees

Employees of departments other than the Police Department who wish to use the Police Department fitness facility must first meet with the Chief of Police or the Chief's designee prior to using the facility.

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- Complete and sign all required liability waivers, Workers' Compensation forms, acknowledgements, and other documents required by the Police Department.
- Review all facility rules and safety procedures.
- Obtain authorization and any required access credentials from the Chief of Police or the Chief's designee.

Access for non-Police Department employees is limited to the designated fitness/workout room only. Access to other areas of the Police Department is prohibited unless specifically authorized.

Suspension of Privileges

Failure to comply with this policy or the Police Department's fitness facility rules may result in suspension or revocation of fitness facility privileges.

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EXHIBIT B:

EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

Between
Village of Newcomerstown
308 S. College Street
Newcomerstown, Ohio 43832
and
Chrysalis Counseling Center, Inc.
1029 West High Avenue
New Philadelphia, Ohio 44663

PURPOSE

The purpose of this Agreement is to establish an Employee Assistance Program (EAP) between the Village of Newcomerstown and Chrysalis Counseling Center, Inc. to provide confidential counseling services to eligible Village employees.

The Employee Assistance Program is intended to promote employee wellness, improve workplace performance, support employee retention, and provide professional assistance to employees experiencing personal or work-related challenges.

ELIGIBILITY

Participation in this program is limited to:

- Full-time employees of the Village of Newcomerstown.
- Employees enrolled in the Village-sponsored health insurance plan.

This program does not include spouses, dependents, retirees, seasonal employees, temporary employees, volunteers, or part-time employees.

COVERED SERVICES

Eligible employees may receive up to **twelve (12) outpatient counseling sessions per calendar year** through Chrysalis Counseling Center, Inc.

Services may include, but are not limited to:

- Stress management

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- Anxiety and depression
 - Family or relationship concerns
 - Grief counseling
 - Workplace conflict
 - Substance abuse assessment and referral
 - Crisis intervention
 - Other behavioral health counseling services deemed appropriate by Chrysalis Counseling Center.
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ACCESS TO SERVICES

Employees may contact Chrysalis Counseling Center directly to schedule appointments.

Participation is voluntary.

No referral from the Village is required.

INSURANCE REQUIREMENTS

The employee shall utilize the Village-sponsored health insurance as the primary payer for counseling services provided under this Agreement.

Chrysalis Counseling Center shall submit claims to the employee's insurance carrier before billing the Village.

VILLAGE PAYMENT

Following adjudication by the employee's insurance carrier, the Village agrees to pay the employee's eligible out-of-pocket expenses associated with up to twelve (12) counseling visits per calendar year, including:

- Deductibles
- Co-payments
- Coinsurance

Whenever practical, Chrysalis Counseling Center shall invoice the Village directly for these eligible expenses.

SERVICES NOT COVERED

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The Village shall not be responsible for payment of:

- Missed appointment fees
- Late cancellation fees
- Charges denied due to failure to comply with insurance requirements
- Services provided by any provider other than Chrysalis Counseling Center unless approved in advance by the Mayor and Fiscal Officer

Any additional counseling services beyond twelve (12) visits shall become the responsibility of the employee and/or the employee's health insurance.

CONFIDENTIALITY

All counseling services provided through this program shall remain confidential in accordance with applicable federal and state laws, including the Health Insurance Portability and Accountability Act (HIPAA). The Village shall receive no information regarding:

- Diagnosis
- Treatment
- Counseling notes
- Medical records
- Protected Health Information (PHI)

The Village may receive only administrative information necessary to administer this Agreement, including:

- Verification of employee eligibility
 - Confirmation that insurance has been billed
 - Number of counseling visits utilized
 - Amount of eligible out-of-pocket expenses due from the Village
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EMPLOYEE RESPONSIBILITIES

Employees agree to:

- Schedule appointments directly with Chrysalis Counseling Center.
- Provide current insurance information.
- Notify Chrysalis Counseling Center of insurance changes.
- Keep scheduled appointments.
- Pay all missed appointment or late cancellation fees.

CHRYSLIS RESPONSIBILITIES

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Chrysalis Counseling Center agrees to:

- Provide counseling services through licensed professionals.
- Bill the employee's insurance first.
- Invoice the Village only for eligible out-of-pocket expenses.
- Maintain complete confidentiality.
- Comply with all applicable federal and Ohio laws.

VILLAGE RESPONSIBILITIES

The Village agrees to:

- Verify employee eligibility.
- Pay eligible out-of-pocket expenses in accordance with this Agreement.
- Promote awareness of the Employee Assistance Program among employees.
- Respect the confidentiality of all participating employees.

TERM OF AGREEMENT

This Agreement shall become effective on _____ and shall remain in effect until terminated by either party upon thirty (30) days written notice.

The Agreement may be renewed annually upon mutual written consent.

SIGNATURES

Village of Newcomerstown

Title: _____

Date: _____

Chrysalis Counseling Center, Inc.

Title: _____

Date: _____