

SUBJECT: DAS Wellness Program	NUMBER: 107-06-010
DIVISION: Operations, Human Resources Section	EFFECTIVE DATE: 05-01-07

APPROVED: *Lindsay A. Bell*

**POLICY/
PURPOSE:**

The Department of Administrative Services' (DAS) purpose for this policy is to increase employee knowledge and awareness of the value of wellness. DAS also promotes activities designed to support behaviors leading to a healthy lifestyle.

AUTHORITY:

Health and Wellness Task Force, 1992-1993; Executive Staff Approval 1995

APPLICABILITY:

All Department of Administrative Services employees.

GUIDELINES:

I. Objectives:

- A. Encourage individual employees to make positive choices that affect their health, well-being and ability to achieve their highest potential.
- B. Increase employee productivity, energy, creativity and morale.
- C. Reduce occurrences of employee injury and illness that contribute to increased health insurance costs, absenteeism and turnover.

II. Structure & Direction:

- A. The DAS Executive Staff Wellness Program was established the DAS Wellness Program in 1995 to develop and sponsor wellness related activities for agency employees using the following organizational model and policy guidelines.
 1. The DAS Wellness Committee is comprised of employees voluntarily representing each DAS division. Divisions may appoint one or more representatives.
 - a. Committee members elect a vice-chair and secretary-treasurer for a term of one year.
 - b. After serving for one year The chair is automatically appointed after serving one year as vice-chair, then the vice-chair automatically become the chair.
 2. The Committee develops activities and recommends an annual wellness plan and operating budget. The Committee submits its recommendation to Executive Staff for approval or modification at the beginning of each fiscal year.
 - a. The DAS Director appoints: A member of Executive Staff to serve as liaison between the Wellness Committee and Executive Staff and to advise the director on issues related to the wellness program.
 - b. The Operations Division implements appropriate measures for the collection and accounting of funds to operate the Wellness Program by assessing each division based on FTE or on participants.
 - c. DAS Wellness Committee members attend Committee meetings regularly; support wellness events as their work schedules allow; provide feedback and insight on effectiveness of activities; share opinions expressed by their division co-workers; communicate with their division staff and leadership regarding the wellness program, events, etc.

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- d. The Chair of the DAS Wellness Committee links with executive sponsor; prepare meeting agendas and logistics; arranges special speaker as needed; leads meetings; seeks volunteers; assigns Committee members to accomplish annual wellness plan; attends and actively participates in statewide wellness activities and meetings.
 - e. The vice-chair fulfills the duties of the chair, as needed.
 - f. The secretary-treasurer takes meeting minutes; contacts DAS Operations Division related to the wellness program budget and contract implementations; documents revenues received and expenditures made for DAS Wellness Committee activities.
3. All division administrators, managers and supervisors shall support and accommodate participation in agency-sponsored wellness activities as long as participation does not negatively impact productivity. Limited use of work time is permitted to attend agency activities.

Employees may utilize flex schedules to pursue personal health/wellness activities with supervisor's approval without negatively impacting productivity.

4. The DAS Wellness Program shall:
 - a. Keep notice of activities visible.
 - b. Strive for employee equity to access agency sponsored activities.
 - c. Be consistent with applicable labor agreements.
5. The agency shall use sound judgment when expending funds for any and all wellness activities.
6. The agency may recover the cost of funding wellness programs through charges to participants.
7. Prior to committing state facilities for exercise activities, the DAS State Services Division's Risk Management program and Facilities shall review the proposal.

DAS managers will allow notice of wellness activity announcements to be posted.

- B.** DAS divisions may sponsor or promote wellness activities beyond the agency program using the above guidelines.