

SUBJECT: Employee Health and Wellness

NUMBER: 50-010-06

DIVISION: Chief Human Resources Office

EFFECTIVE DATE: February 12, 2018

APPROVED: Signature on file with the Chief Human Resources Office

POLICY STATEMENT: The Oregon state government is committed to promoting and supporting health and wellness of all state employees. State employees are state government's most valuable resource. Healthy, empowered and engaged employees are integral to the effective delivery of state services.

AUTHORITY: Executive Order No. 17-01; ORS 240.145(3), 240.250

APPLICABILITY: All employees, including limited duration and temporary employees, board and commission members, volunteers, and others working in an agency, unless this policy conflicts with an agency's collective bargaining agreement.

ATTACHMENTS: [Implementation Guidance](#); [Implementation Procedures for Agency Wellness Plans](#)

DEFINITIONS: See State HR Policy 10.000.01, Definitions

POLICY

- (1) This policy requires the establishment of a Coordinating Council.
 - a. The Coordinating Council shall provide guidance to agencies, Public Employees Benefit Board (PEBB), and the Governor's Office on evidence-based worksite wellness.
 - b. The Coordinating Council shall consist of at least 15 individuals and be comprised of the following:
 - i. Agency leaders, including leadership from Oregon Health Authority's Public Health Division, Public Employees Benefit Board, Department of Administrative Services, the Governor's Office; and
 - ii. At least two union representatives from each of the two largest unions; and
 - iii. A representative from a smaller labor union.
 - c. The Coordinating Council will develop and implement a state employee communications plan addressing the primary drivers of increased health care costs, including tobacco use, poor nutrition, lack of physical activity and employee stress and depression.
- (2) The Public Employee's Benefit Board shall appoint a state Wellness Manager.

- (3) The state Wellness Manager shall:
- a. Facilitate the Coordinating Council;
 - b. Assist with the development and implementation of the Coordinating Council's communications plan;
 - c. Provide training and technical assistance on evidence-based worksite wellness to agency wellness committees;
 - d. Serve as the Coordinating Council's liaison with PEBB, the Oregon Health Authority (OHA) Public Health Division, the Department of Administrative Services (DAS), state agency leaders, and the Governor's Office;
 - e. Develop a system for accountability and evaluation of state agency efforts to improve state agency employee health and wellness;
 - f. Be responsible for compiling data and reporting progress on improvements to state agency employee health and wellness using metrics determined by the Wellness Manager in cooperation with the Coordinating Council, PEBB, and the Public Health Division;
 - g. to the Coordinating Council, PEBB, OHA Public Health Division, DAS, agency leaders, and the Governor's Office;
 - h. May recommend statewide policies to DAS, in conjunction with the Coordinating Council, which support agency health and wellness.
- (4) Agencies shall take the following measures to promote and support the health and wellness of state employees:
- a. Develop, implement, and evaluate workplace health and wellness related efforts;
 - b. Offer training and opportunities to ask clarifying questions on this policy and any agency-specific policy related to workplace health and wellness programs;
 - c. Create a guide and procedures or modify the sample guide and procedures attached to this policy for employees who may face health and wellness risks and challenges.
 - d. Provide employees a copy or electronic access to State HR Policy 50-010-06 Employee Health and Wellness;
 - e. Complete a two-year agency wellness plan detailing the agency's objectives and activities to assess and improve employee health in accordance with this policy.
- (5) State agency wellness plans shall be reviewed by the Coordinating Council and the state Wellness Manager.
- a. Agencies' initial wellness plan shall be completed by January 25, 2018.
 - b. Agencies shall update their wellness plans every two years and report on implementation progress to the state Wellness Manager by January 31 in even numbered years.
- (6) PEBB-covered employers that are not state agencies, including Oregon Public Universities or local governments, may participate in actions described in this policy and may request technical assistance from the State Wellness Manager.