

Operational Policy

| | | | |
|-----------------------|---|---------------------|----------------------|
| Policy title: | Employee Wellness Policy | | |
| Policy number: | DHS-060-042 | | |
| Original date: | 2/3/2015 | Last update: | Version 1 (2/3/2015) |
| Approved: | Approved for DHS by Jim Scherzinger, Chief Operating Officer (2/3/2015) Approved for OHA by Linda Hammond, Chief Operating Officer (1/28/2015) | | |

Purpose

Allow employee participation in implementing evidence-based and culturally relevant worksite wellness programs and activities that:

1. Raise awareness among employees regarding the importance of behaviors that promote health and provide employees with information and resources on how to reduce risk for chronic diseases;
2. Promote changes to workplace policies and environments that support employees in eating better, moving more, quitting tobacco, and taking charge of their health;
3. Provide programs and activities at the workplace that offer employees increased opportunities for eating better, moving more, quitting tobacco and taking charge of their health;
4. Elicit ongoing feedback to plan and implement programs that meet the needs and interests of employees.

Description

DHS-OHA employees are the agencies' most valuable resources as they provide Oregonians with essential services – ensuring public safety; supporting families, children, and seniors; protecting communities and promoting health. Healthy, empowered and engaged employees are integral to the effective delivery of DHS-OHA services.

DHS and OHA recognize the benefits to both employers and employees of workplace programs that promote and support health and wellness. Worksite wellness programs have been shown to increase productivity, reduce absenteeism and on-the-job injuries, and improve morale and quality of life for employees. Additionally, wellness programs can play a role in containing health care costs for employers and individual employees.

Evidence-based wellness programs are comprehensive and focus on prevention and promotion. Wellness programs and activities can increase opportunities to help employees achieve their personal health goals by eating better, moving more, quitting tobacco and managing stress and chronic conditions.

More than half – 57 percent – of state employees are overweight or obese and 5.6 percent still use tobacco. Only one in three reported eating five or more servings of fruits and vegetables a day. A staggering 80 percent of employees mostly sit at work, with five percent noting they get no leisure time physical activity. Additionally, 14 percent are currently experiencing depression.

Applicability

This is a required policy. Unit managers must work with individual employees who express interest in participating on work time to determine whether they have time to both serve on a wellness committee and complete the required duties of their position.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

With prior approval from their manager, employees in DHS-OHA organizational units may develop wellness committees and/or offer and promote wellness related educational opportunities*.

This policy grants two hours per month of paid work-time (non-overtime) to employees actively participating in wellness committees and developing worksite wellness plans using evidence-based and culturally relevant practices.

For wellness committees that were operating before February 2, 2015, employees should seek approval from their leadership team before using two hours of paid work time per month to continue these activities.

If an organizational unit elects not to first establish a wellness committee, this policy allows for an organizational unit or its employees, on their own time, to promote and coordinate wellness-related educational opportunities* on DHS-OHA owned or leased properties.

Optimal implementation of this policy relies on partnerships between unit managers and staff and the organizational unit eliciting feedback from employees in determining needs and interests for wellness-related educational opportunities*. Implementation details are explained in Attachments 1-3.

The Cross Agency Health Improvement Project (CAHIP) Steering Committee will make recommendations to the Joint Policy Steering Committee regarding agency-wide support for this policy.

* Educational opportunities are not vehicles to sell, promote, or solicit products or services, whether from event sponsors, hosts, or attendees.

References

2012 Behavioral Risk Factor Surveillance System (BRFSS) of State and School Employees

Forms referenced

[Implementation Requirements](#)

[Implementation Guidance](#)

[Frequently Asked Questions](#)

Contact

Robert Salinas, Health, Safety, Health and Wellness Manager
OHA/DHS Shared Services: (503) 945-6380, robert.salinas@state.or.us

Policy history

Version 1 (2/3/2015)

Keywords

Worksite wellness, wellness committees

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this document in another format or language, contact the Publications and Design Section at 503-378-3486, 7-1-1 for TTY, or email dhs-oha.publicationrequest@state.or.us.