

Employee Wellness Policy: Implementation Requirements

This document outlines required actions that wellness committee members must take in order to use two hours of paid work time per month, as referenced in the Employee Wellness Policy.

There are two options for how the employees can use the Policy:

- *Option 1 is for employees who are forming or are part of an existing wellness committee.*
- *Option 2 is for worksites do not have a wellness committee and would prefer to offer and promote wellness-based educational opportunities.*

Option 1: Convene a wellness committee. The following steps are required to establish a wellness committee:

- a. Gain and document manager approval
- b. Appoint a chair of the wellness committee
- c. Create a plan addressing two or more focus areas listed in the *Implementation Guidance*
- d. Choose wellness committee activities and/or Educational Opportunities * in the *Implementation Guidance*
- e. Elicit feedback from employees on the plan
- f. Complete [this wellness committee registration form](#) to share information about how to contact your committee, your plans for implementing worksite wellness activities, and to provide feedback on what support/guidance would help strengthen your committee's efforts.

Employees who are actively participating in wellness committees that existed before the policy was implemented must complete [the wellness committee registration form](#), and work with their managers to receive approval for using two hours of paid work time per month for wellness-related activities.

All wellness committees are required to initially complete and provide annual updated information in wellness committee registry in order to continue using paid work time.

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

Option 2: Offer and promote wellness-related educational opportunities* and skill building to employees at DHS-OHA owned or leased properties using the following organizations:

- a. Wellness education through the Cascade Employee Assistance Program (EAP)
Personal Wellness Program:
 - Weight Management
 - Smoking Cessation
 - Fitness and Exercise
 - Diet and Nutrition
 - Pre/Postnatal Care
 - Stress Management
 - Self-Health Management

- b. Wellness education* through your health plan (i.e. Kaiser Permanente, Moda and Providence Health Plan);
 - Contact your health plan for details.

- c. Wellness education* through the Public Employees Benefits Board:
 - 2015 Health Engagement Model Program
 - Tobacco Cessation
 - Weight Management
 - Physical Activity Challenge
 - Preventive Screenings
 - Health Education Classes

- d. Wellness education* through on site wellness centers with governance structures.
Examples include:
 - Brown bag events on healthy nutrition topics
 - Physical activity classes
 - Dissemination of behavioral and/or physical education information through newsletters, flyers, etc.
 - Weight Watchers
 - On-site tobacco cessation classes

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