

OREGON MILITARY DEPARTMENT	NUMBER: AGP-99.200.09
ADJUTANT GENERAL PERSONNEL	EFFECTIVE DATE: January 1, 2021
SUBJECT: Employee Health & Wellness	

APPLICABILITY: This policy applies to all Oregon Military Department employees in permanent, limited duration, seasonal, temporary, or volunteer positions.

AUTHORITY/REFERENCE: Oregon Executive Order No. 17-01; ORS 240.145 (3), ORS 240.250, DAS Policy 50.010.06

PURPOSE: To provide employees with health and wellness opportunities, education, and resources that support and promote positive lifestyle choices.

BACKGROUND: The Oregon Military Department (OMD) values the employees who provide support to the Oregon National Guard. OMD is committed to promoting and supporting health and wellness of all employees. OMD recognizes that good health and wellness allows employees a higher level of performance at work and home. This in turn, reduces absenteeism and on-the-job injuries, improves moral, and reduces insurance utilization and premiums.

Health and wellness opportunities will not be utilized as vehicles to sell, promote, or solicit products or services, whether from event sponsors, hosts, or attendees.

DEFINITIONS:

- a. **Compliance:** The agency is actively engaged in supporting and promoting employee health and wellness related efforts. Compliance does not mean employees must participate in health and wellness related efforts.
- b. **Health and wellness promotion program topics:** These may include but are not limited to: fitness; nutrition; financial health; stress management; injury prevention; tobacco cessation; alcohol and substance abuse; cancer awareness and prevention; asthma and adult respiratory issues; chronic conditions such as heart disease, diabetes, hypertension; sleep deprivation and related issues; acute diseases such as water and food borne illness.
- c. **Opportunities:** These may include but are not limited to: education presented in person, online, at fairs or seminars.

GUIDANCE:

- a. Under the guidance and administration of the Agency's Wellness Coordinator, and in conjunction with the AGP Director, OMD will promote wellness by:
 - i. Sharing responsibility between the Department and its employees;
 - ii. Providing educational information with health promotion themes;
 - iii. Supporting locally based activities where interest and resources exist;
 - iv. Promoting employee awareness and utilization of existing benefits.
- b. Not all resources and activities will be available at all work sites; however, every effort shall be made to provide the core components of wellness themes (nutrition, fitness, stress management, and financial health) when available.
- c. Activities:
 - i. Fitness activities such as walking or running at lunch, breaks, and before or after work, are encouraged.
 - ii. Wellness activities that require the use of a conference room must be approved through standard processes prior to use. Business meetings will take priority when there are scheduling conflicts.
 - iii. Health/Wellness activities must not interfere with normal operations. Activities will invite participation on a voluntary basis; and they must not create safety risks for participants or others.
 - iv. Participation in health and wellness education opportunities must be pre-approved by an employee's supervisor prior to attending.

RESPONSIBILITIES:

- a. The Adjutant General Personnel Director: Manages the implementation of this policy and its provisions for compliance. Assists managers and supervisors in supporting health and wellness standards.
- b. Managers and Supervisors: Agency managers/supervisors will recognize health and wellness promotion as part of local efforts and may allow a reasonable amount of time to participate in preapproved wellness activities. The manager and employee may mutually agree to flex a schedule, or the manager may approve the use of vacation leave, comp time, or personal business for a particular event, as appropriate and in accordance with applicable collective bargaining agreements and/or Statewide HR Policy 10.030.01 Support of Employee's Work/Life Balance.
- c. Employees: Employees seeking to participate in these health/wellness activities must present a request to their manager/supervisor in writing or email to allow their manager to review and respond. When considering an employee's request for participation, managers and supervisors will consider the needs of the agency, whether services can be adequately maintained, the frequency of request, and the level of disruption to the business operations within their authority.

TRAINING AND EDUCATION:

- a. Oregon Health Authority, Healthy Worksites
<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/HEALTHYCOMMUNITIES/HEALTHYWORKSITES/Pages/index.aspx>
- b. Department of Administrative Services, Practicing Positivity
<https://www.oregon.gov/das/HR/pages/positivity.aspx>

INQUIRIES / QUESTIONS: Questions pertaining to this guidance may be directed to AGP at (503) 584-3865.



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