



OREGON YOUTH AUTHORITY

Policy Statement

Part I – Administrative Services



Subject:

OYA Staff Wellness

Section – Policy Number:

D: Personnel Management – 1.6

Supersedes:

N/A

Effective Date:

01/25/2018

Date of Last

Review:

07/25/2024

Related Standards and References:

- [Executive Order 17-01](#) State Agency Employee Wellness
- DAS Chief Human Resources Office policy: [50-010-06](#) Employee Health and Wellness

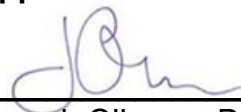
Related Procedures:

- None

Policy Owner:

Human Resources Administrator

Approved:



Joseph O'Leary, Director

I. PURPOSE:

This policy establishes standards for OYA staff worksite wellness programs and educational opportunities. A Staff Wellness Committee is responsible for assessing wellness needs and implements programs to foster employee behavior changes through wellness education, creating healthier environments, and providing employees with tools to make informed-decisions impacting personal well-being. The policy complies with statewide DAS policy 50-010-06 Employee Health and Wellness.

II. POLICY DEFINITIONS:

None.

III. POLICY:

OYA is committed to promoting and supporting staff health and wellness. Staff are OYA's most valuable resource. Healthy, empowered, and engaged staff are integral to the effective delivery of agency services.

OYA has an agencywide Staff Wellness Committee established by charter that helps carry out initiatives that promote staff health and wellness.

IV. GENERAL STANDARDS:

A. OYA Staff Wellness Committee

1. Membership

The OYA Staff Wellness Committee must be composed of at least one representative each from SEIU, AFSCME, Facility Services, Community Services, and Central Office. At least one member will be a management staff member.

2. Committee members attending OYA Staff Wellness Committee meetings must be compensated at their regular hourly wage.

3. The committee must have a charter approved by the OYA Cabinet.

4. The committee will promote health and wellness by:

- a) Providing educational information and health promotion topics;
- b) Encouraging local activities where interest and resources exist;
- c) Providing accessibility of health promotion elements to all staff; and
- d) Promoting staff awareness and use of existing benefits.

B. The OYA Staff Wellness Committee must provide the core components of wellness topics available to all work sites when available (nutrition, fitness, stress management, and financial health).

Additional promotion topics may include, but are not limited to, injury prevention, tobacco cessation, substance abuse, cancer awareness/prevention, asthma/respiratory issues, chronic conditions (heart disease, diabetes, hypertension), sleep deprivation, and acute diseases (water and food borne illness).

C. Activities

- 1. Fitness activities such as walking or jogging during unpaid break times, and before or after work are encouraged.
- 2. Local work sites may promote monthly worksite wellness campaigns (e.g., bike to work, healthy competitions/challenges, mental health awareness, heart or tobacco awareness).
- 3. Wellness activities that require the use of a conference room (e.g., yoga, aerobics, stretching) must be approved through the standard process. Business meetings take priority when there are scheduling conflicts.

4. Wellness activities must not interfere with normal operations. Activities must be voluntary, and not create safety risks for participants or others.
5. Competitions or challenges that are unsafe or encourage unhealthy practices are discouraged.
6. Wellness activities must not be used by event sponsors, hosts, or attendees to sell, promote, or solicit products or services.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO