

# Department of Health Policy

Title:	Wellness@Health Program Activities and Services	Number: 07.056
Procedure:	<a href="#">See associated procedure</a>	
References:	RCW 41.04.362 and 364, RCW 42.52.070 and 160, RCW 41.05.540, WAC 292.110.010, Executive Ethics Board Advisory Opinions No. 96-03, 96-11, 00-11; RCW 51.08.013, and RCW 51.44.170, WAC 296-126-092, DOH Contracting Policy 18.001, Executive Order 13-06	
Applies to:	All DOH employees	
Contact:	Health and Wellness Coordinator	
Effective Date:	September 1, 2014	Review Date: September 1, 2019
Supersedes:	Policy HR07.054, HR07056	
Approved:	Signed by Jessica Todorovich	Deputy Secretary, Department of Health

## Policy Statement:

The Department of Health (department) strives to provide a healthy work environment for its employees. The department Executive Leadership and Management Team support a comprehensive approach to the promotion of health and wellness in the workplace. The areas of focus are:

- Physical Activity
- Nutrition
- Substance Abuse
- Stress Management and Mental/Emotional Wellness Resources
- Disease Prevention & Chronic Disease Management
- Employee Safety
- Health Education Resources
- Policy and Administrative Support
- Environment and Infrastructure
- Assessment and Evaluation
- Marketing and Communication

For represented employees the collective bargaining agreements (CBA) supersede specific provisions of agency policies with which it conflicts.

## Definitions:

*Evidence-Based* – Has application of scientific reasoning, systematic uses of data and information systems to achieve the best possible outcomes.

*Health and wellness* - Health and wellness is very individual and are based on individuals' life experiences and circumstances. Health and wellness examples could be anything from eating well, to exercising, reducing stress, ensuring safety in the workplace, accessing mental and physical health services, or working in a supportive environment.

*Health Assessment (HA)* - is a questionnaire that employees take every calendar year to find out more about their own health. Each year, all employees who have health benefits through the Public Employees Benefits Board (PEBB) are encouraged to take their HA online through their PEBB health plan. Each plan calls their health assessment by a different name, but the purpose of all of them is to assess a person's risk and to make people aware of anything they can do to decrease their risks.

*Health and Wellness Advisory Committee* – This group is designated to:

- Identify and implement actions, strategies, and policies that support healthy behavior for our staff and improve our health.
- Create a comprehensive healthy worksite program (the “Wellness@Health” program) for staff and become certified as an agency Washington Team WorkWell Program that meets ZO8 Criteria
- Establish a worksite wellness program that will be a model for other Washington State agencies and external partners.

*Team WorkWell* - Washington's Team WorkWell program is made up of the state agencies and higher education institutions that work to maintain their employees' health. All team WorkWell organizations have a signed letter of commitment from their senior leadership and an appointed Wellness Coordinator.

*Vendor/Contractor* – An individual, partnership, or corporation that will provide a worksite health and productivity program, event, product, or presentation on the department's behalf subject to a contract/service agreement with the department.

*Worksite Wellness Activity/Event* – An effort, endorsed by the department Executives, Leadership, Management Teams, and Health and Wellness Advisory Committee that seeks to enhance employee health, knowledge and well-being. These activities meet the agency activity and event criteria. Examples of such activity can include:

- Fitness Activities
- Yoga or meditation
- Cooking demonstrations
- Nutrition and physical activity education classes
- “Brown bag” discussion of stress reduction strategies
- Meeting of a weight-management group or diabetes management group

*ZO8* - are the eight TeamWorkwell standards based on research practice models, and serve as guidelines for workplace wellness programs that impact employee health and productivity positively.

### **Framework:**

The Health and Wellness Advisory Committee will identify specific activities and interventions that will address staff needs using staff surveys and focus groups, employee demographics, the Health Assessment, other department strategies, or other external proposals (e.g., Health Care Authority).

The Health and Wellness Advisory Committee will set priorities and implement the Wellness@Health program.

The department actively promotes employee participation in Wellness@Health activities and programs. Supervisors are encouraged to work with their staff to allow schedule flexibility to support health and wellness activities. General health and wellness activities are not an appropriate use of work time.

Employees may work with their supervisors to flex their schedule to be able to participate in health and wellness activities on their own time during the work day. For example, if there is a yoga class offered at 3 pm an employee may ask their supervisor to flex their schedule to attend on personal time and work one hour later. Business and workload needs will be taken into account when considering schedule flexibility.

In addition, use of their work time may be approved for certain health and wellness activities such as flu clinics and the completion of the Health Assessment (such as the health assessment in SmartHealth) and educational and support activities that encourage healthy workplace behaviors and culture. These activities will be clearly identified as appropriate use of work time and should be approved by your supervisor.

An annual Health Assessment will be conducted. Employees may take work time to complete the assessment. Only aggregate data will be available to the agency. Collaboration will occur with Health Care Authority (HCA), so that aggregate data can be obtained and analyzed.

Individuals participating in Wellness@Health activities are responsible for any fees or costs associated with participation in that activity. The department does not assume liability for injuries that may occur from health and wellness-related activities or events.

Department expenditures, activities and use of state resources will be in compliance with all applicable state laws and department guidelines or policies.

#### **Review and Approval:**

The Health and Wellness Coordinator is responsible to coordinate any updates or rescission of this policy or its associated procedure(s) with the Labor Relations Manager in the Office of Human Resources. The Secretary, Department of Health, has full authority to review and approve this policy and associated procedure(s). The Secretary also has the authority to delegate this responsibility.