

Operational Policy

Policy title:	Employee Wellness Policy		
Policy number:	DHS OHA 080-013		
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Approved:	Don Erickson, DHS Chief Administrative Officer Kris Kautz, Deputy Director Oregon Health Authority		

Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to supporting employees in individual and group efforts to improve their personal health and wellbeing through participation evidence-based and culturally relevant worksite wellness programs and activities.

Description

This policy provides opportunities for employees to access wellness activities in the workplace and on their own time and establishes requirements and prohibitions for DHS and OHA support of those activities.

Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees and interns.

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

1. An employee wellness committee is a group designed to facilitate wellness opportunities for individuals, work-groups, and specific worksites.
2. Employee wellness committees shall be dedicated to developing worksite activities, programs, and educational opportunities that promote evidence-based and culturally relevant wellness practices for employee participation.
3. Leadership, managers, individuals, and units shall form partnerships to build employee wellness committees that obtain feedback from staff about the needs of employees and their interests for wellness related opportunities.
4. Wellness committees shall not:
 - a. Engage in fundraising activities unless they create a 501(c)(3) or other appropriate entity.

- b. Sponsor wellness activities that are opportunities to sell, promote, or solicit products or services.
5. Unless prevented by critical business need, employees may use up to two hours of work time (non-overtime) each month for active participation in an employee wellness committee.
6. Individual staff may offer worksite wellness opportunities and are not required to participate in or be part of an on-site wellness committee.
7. Worksite wellness activities:
 - a. Taught or supported by staff shall be publicized and provided to all staff at no cost.
 - b. Require a licensed or certified instructor with appropriate insurance if a fee is charged.
8. Unless prevented by a critical business need, DHS|OHA employees shall be allowed to flex their time to take advantage of wellness opportunities during business hours. This may include, but is not limited to:
 - a. Arriving late or leaving early to attend a wellness class and making up the time on the same or a different day during the same pay period.
 - b. Extending a lunch period in order to attend a wellness class and making up the time on the same or a different day during the same pay period.
 - c. Participating in worksite wellness activities.
9. Managers shall not use “critical business need” in a way that eliminates employees’ ability to participate in wellness activities indefinitely. Managers that deny requests to flex time for wellness activities or participation in on-site wellness committees or activities because of a critical business need shall:
 - a. Provide a written explanation for the denial. The denial shall not cite only “critical business need” with no additional explanation.
 - b. Gather data on the number of staff who would take advantage of this option and report annually to the Cross Agency Health Improvement Project (CAHIP) Steering Committee on those numbers and the obstacles to implementing this policy.
10. DHS|OHA shall not approve funds to furnish space for wellness activities but, if space and funding allow, may include space for a workout facility option when considering new construction or leases.
 - a. If a site has an on-site work-out facility, that facility shall be created and maintained through an independent entity, separate from wellness committees.
 - b. If a site has an on-site work-out facility, the independent entity responsible for creating and maintaining the site is responsible for getting the site approved through the DHS|OHA Joint Facilities Committee prior to contracting for the site.
11. DHS|OHA facilities may offer worksite wellness opportunities that do not require specialized equipment, such as yoga or Pilates, based on the reasonable availability of facility or conference room space.
 - a. All worksite wellness opportunities shall be approved through the Joint Facilities Committee.
 - b. Worksite wellness opportunities that do not require specialized equipment, for which no fee is charged, may use agency technology such as Skype boards to make the opportunity more widely available to DHS|OHA employees.
 - c. The Joint Facilities Committee may delegate management of worksite wellness activities to employee wellness groups in field offices after approval of the committee and activity through the agency process.
12. The CAHIP Steering Committee shall make recommendations to agency leadership regarding agency-wide support for this policy.

References

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

Forms referenced

[Implementation Requirements](#)

[Implementation Guidance](#)

[Frequently Asked Questions](#)

Contact

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Policy history

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Keywords

Activities, exercise, health, Pilates, wellness, wellness committees, worksite wellness, yoga

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