



DEPARTMENT OF CORRECTIONS
Human Resources Division



| | | |
|------------------------------------|------------------------|----------------------------|
| Title: | Wellness Policy | DOC Policy: 20.6.18 |
| Effective: | 4/6/09 | Supersedes: N/A |
| Applicability: | All employees | |
| Directives Cross-Reference: | None | |
| Attachments: | None | |

I. PURPOSE

The purpose of wellness promotion is to improve the health and well-being of Oregon Department of Corrections (ODOC) employees' lives through health education and workplace health promotion activities that will support positive lifestyle changes. Supporting healthy lifestyles improves productivity and morale; reduces the number and severity of injuries and illnesses on and off the job; reduces sick leave utilization; and, reduces insurance utilization and premiums.

The establishment of a Wellness Advisory Team and work site wellness committees will assist with the ODOC's promotion of wellness.

II. DEFINITIONS

A. Central Services: Department facilities located in the Salem area where functional units perform centralized functions. This includes, but is not limited to, the Dome building, Central Distribution Center, Brentwood, Office of Population Management, Health Services and Behavioral Health Services.

III. POLICY

A. Membership

1. Wellness Advisory Team:
 - a. The Wellness Advisory team shall be established to advise and guide ODOC Wellness Committees. The focus will be on nutrition, fitness, stress management and financial health.
 - b. The Wellness Advisory Team shall be comprised of representatives from the following areas: AFSCME Security, AFSCME Security Plus, AOCE, the Safety and Wellness Manager, multi-custody institution, minimum custody institution, Central Services, and Community Corrections.
2. Wellness Committees: Work sites shall establish a local Wellness Committee. Each Wellness Committee shall be responsible for promoting a healthy work site.

B. Employee Compensation

Employee representatives attending wellness committee meetings or advisory team meetings shall be compensated by the employer at the regular hourly wage.

C. Financial Responsibility

1. ODOC: The Department may authorize allocation of funds annually for Wellness Committees to purchase incentives related to wellness. Additionally, any money that ODOC obtains for the benefit of the department will be deposited in the appropriate cost centers and used for activities approved by the Safety and Risk Administrator.
2. Work Sites: Individual work sites may collect funds in conjunction with their Wellness Committee. Any bank accounts set up to benefit the individual worksite must not have ODOC affiliation.

D. Guidelines

1. Under the guidance and administration of the Wellness Advisory Team, and in conjunction with the Wellness Committees, ODOC will promote wellness by:
 - Sharing responsibility between the Department and its employees
 - Providing educational information with health promotion themes
 - Encouraging locally-based activities where interest and resources exists
 - Providing accessibility of promotion elements to all employees
 - Promoting employee awareness and utilization of existing benefits
2. 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.
3. Activities:
 - a. Fitness activities such as walking or running at lunch, breaks, and before or after work, are encouraged.
 - b. Local wellness committees may also host fitness classes, such as yoga, aerobics, or stretching.
 - c. Wellness activities that require the use of a conference room must be approved through standard processes. Business meetings will take priority when there are scheduling conflicts.
 - d. 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.
4. Wellness Committees have a very important role in disseminating health and wellness materials to ODOC employees. Every effort should be made to include health and wellness topics in meetings, distribute the materials and information to employees and look for opportunities locally to participate in wellness related activities. Wellness promotion program topics 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: Heart disease, diabetes, hypertension
- Sleep deprivation and related issues
- Acute diseases: water and food borne illness

E. Responsibilities

1. **Policy Group:** The Policy Group will carry out the following responsibilities:
 - a. Sponsor and support, as needed, the activities of the Wellness Advisory Team.
 - b. Review Department wellness achievements and periodically update staff.
 - c. Authorize funding for the wellness committees and activities.
2. **Functional Unit Managers:** Functional unit managers will carry out the following responsibilities:
 - a. Recognize health and wellness promotion as part of the local Wellness Committee's role, allowing a reasonable amount of time for members to participate.
 - b. Support employee participation in wellness activities such as health screenings and educational opportunities.
 - c. In an effort to support employees making conscious decisions about their nutrition, or those who have medical concerns (diabetes, high blood pressure, heart disease), management teams and groups who sponsor food related events are strongly encouraged to add healthy choices to the food offered. For example, if donuts or cakes are brought to a meeting or "treat day," fruits or raw vegetables could be added as another healthy alternative. This allows *everyone* a choice when partaking in food related events.
3. **Wellness Advisory Team:** The Wellness Advisory Team will carry out the following responsibilities:
 - a. Oversee program work of local Wellness Committees to develop wellness goals, strategies, and measures.
 - b. Measure progress of wellness practices by ODOC staff and report progress and achievements on a regular basis to the ODOC Policy Group.

- c. Carry wellness promotion ideas and recommendations to the Policy Group.
 - d. Prior to each calendar year, provide Wellness Committees monthly health and wellness topics related to fitness, nutrition, stress and financial wellness.
 - e. Coordinate wellness efforts and policy updates as needed.
 - f. Represent the Department in external groups.
 - g. Oversee the distribution of promotional materials and resources.
4. **Wellness Committees:** Wellness Committees will carry out the following responsibilities:
- a. Work with local management to help establish health promotion goals.
 - b. Distribute wellness information to employees.
 - c. Encourage individual participation.
 - d. Provide suggestions to the functional unit managers and the Wellness Advisory Team for additional topics or activities.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.