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|  | Policies and Procedures  Number: **S.03**  Updated:  December 2020 |
| Description**: Agency Wellness Program**  Authority: 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, 0011; RCW 1.08.013 and RCW 51.44.170, WAC 296-126-092, Executive Order 13-06 | |
| Contact: Director of Human Resources, Agency Wellness Coordinator | |



**Purpose**

The Washington Student Achievement Council strives to provide a healthy work environment for its employees. This policy recognizes that promotion of the heath and wellness of our employees is of the utmost importance in the workplace (virtual or in-in person). Employee wellness programs can help improve morale, reduce injury rates and absenteeism, improve recruitment and retention rates, and enhance productivity and performance. The Executive Leadership support a comprehensive approach to health and wellness with the following areas of focus:

* Physical Activity
* Nutrition
* Health Education Resources
* Stress Management and Emotional/ Mental Health Resources

**Application of Policy**

This policy applies to all employees of the Washington Student Achievement Council.

**Definition**

For purposes of this policy, the following definitions apply:

**Normal Working Hours** for wellness related activities are usually weekdays from 8:00 a.m. to 5 p.m., Pacific Time, except for break and lunch periods, which are based on individual schedules.

**Physical Activities/Exercise** refers to wellness-related activities involving physical exertion, such as walking, bicycling, yoga, tai chi, or similar activities.

**Wellness Participant** refers to a state employee who is participating in a wellness activity that is occurring within an agency facility or is sponsored by the agency.

**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.

**Wellness 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 healthy worksite program for staff and create and maintain a program that meets ZO8 criteria

**Worksite Wellness Activity/Event** – An effort, endorsed by the WSAC ELT, Leadership, Managers, and Health and Wellness 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 Committee will identify specific activities and interventions that will address staff needs using staff surveys and focus groups, employee demographics, the Health Assessment, or other external proposals (e.g., Health Care Authority).

The Health and Wellness Committee will set priorities and implement a WSAC Wellness program.

WSAC promotes employee participation in Wellness 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.

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 survey will be conducted. Employees may take work time to complete the assessment. Compiled data will be reviewed by the Wellness Team. The information will help guide yearly wellness activities. Individuals participating in Wellness activities are responsible for any fees or costs associated with participation in that activity. WSAC does not assume liability for injuries that may occur from wellness-related activities or events.

Wellness expenditures, activities and use of state resources will follow all applicable state laws and department guidelines or policies.

**Guidelines**

The following guidelines apply:

**Official Duties Come First**. Wellness-related events may not interfere with the ability of the individual or agency to carry out official duties.

**Scheduling Restrictions and Authorizations.** The agency’s preference is to schedule wellness-related activities during lunch, designated breaks, or outside normal work hours, except as authorized in the Responsibilities section below. Wellness activities involving organized or systematic physical exercise may not occur during normal work hours per *RCW 41.04.362 (3)*.

**Use of State Resources.** Any use of state resources in support of wellness programs and activities will be in accordance with the Use of State Resources policy (WAC 292-110-010).

**Participant Responsibility and Reduction of Risk and Liability.** WSAC does not assume liability for injuries that may occur from wellness-related events. Wellness participants and sponsors of WSAC wellness events will comply with the following:

**Participant Health:** **Wellness participants must be in good health to participate in strenuous activities.** Participants must sign an acknowledgement of risk and a release (waiver) of liability for each course or event involving physical activity.

**Funding, Expenditures and Procurement**

**Wellness Funding Sources**. Funding for wellness activities may come from participant payment, grants, donations, fundraising, and agency budget. Donations should only be accepted from WSAC employees.

**Authorized Wellness Expenditures.** A non-exclusive list of authorized expenditures for the WSAC Wellness Committee includes:

* Awards to wellness activity participants to promote participation**.** Each award or gift certificate purchased with state funds will cost no more than $50.00. Gift certificates will be taxed and will be reported on the staff member’s earnings statement. The criteria for selecting winners must be published when activities are being promoted.
* A wellness-related honorarium or gift of no more than $50.00 cost may be offered to “free” wellness providers. Restrictions may exist for state officers or employees.
* Wellness products and services from the Department of Enterprise Services.
* Educational materials such as instructional videos, wellness-related games, books, pamphlets, and brochures as authorized by the Director of Human Resources.
* Contractor fees for education, training, consultation, or exercise instruction.

**Procurement of Goods or Services**. Activities occurring within the WSAC facility must be consistent with state laws and regulations for the acquisition of goods and services (Chapter 39.26 RCW) and consistent with state ethics laws (Title 292 WAC). Staff procuring goods or services for wellness activities will consult with the accounting and budget office to ensure compliance with state contracting requirements.

**Food and Beverage Service**

**Healthy Choice Options**. WSAC supports efforts to create a healthy workplace for employees and guests. In support of that goal, the Wellness Committee is working to ensure access to healthy-choice options in the agency’s vending machine and at agency-sponsored meetings. Food and beverages served must meet defined [nutrition guidelines](http://www.doh.wa.gov/CommunityandEnvironment/WorksiteWellness/HealthyNutritionGuidelines.aspx) in accordance with Executive Order 13-06, as defined by the Department of Health.

**Responsibilities of the Wellness Coordinator**

1. Chair the Wellness Committee
2. Work with committee to create and implement effective wellness events and activities
3. Evaluate the success of the program by determining participant/ work unit and participant satisfaction levels.
4. Coordinate wellness activities and expenditures with the Director of Human Resources or designee
5. Conduct an annual health survey to inform agency wellness needs and focus areas

**Responsibilities of the Wellness Committee**

1. Meet monthly to conduct business and promote wellness to all individuals employed by WSAC in a manner consistent with this policy and the agency’s primary function.
2. Ensure that funding sources are consistent with this policy and relevant laws, and that special privileges are not sought or acquired.

**Responsibilities of the Director of Human Resources**

1. Consider and make decisions regarding agency positions on wellness issues and seek input from the Deputy Director where appropriate.

**Approved by:**

**SIGNATURE ON FILE**

**DON BENNETT Date**

Deputy Director