STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS  

POLICY  

APPLICABILITY  
DEPARTMENT WIDE  

REVISION DATE  
9/21/15  

PAGE NUMBER  
1 of 7  

NUMBER  
DOC 190.800  

TITLE  
WELLNESS  

REVIEW/REVISION HISTORY:  
Effective: 5/16/06  
Revised: 5/31/07  
Revised: 9/29/08  
Reviewed: 5/28/10  
Revised: 5/21/12  
Revised: 5/27/13  
Revised: 9/21/15  

SUMMARY OF REVISION/REVIEW:  
Added Policy statement III. and Directive II.A.2.d. on ensuring availability of healthy food and beverage options  
Added II.A.2.b. and III.B.1. on the Department’s Wellness Plan  
IV.C. - Added language on employee access to a private area suitable for breastfeeding/lactating activities  
IV.F. - Added clarifying language  
VI.C. - Removed language for clarification  

APPROVED:  

Signature on file  

Bernard Warner, Secretary  
Department of Corrections  

8/19/15  
Date Signed
POLICY

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 41.04.362; RCW 42.52.160; WAC 292-110-010; WAC 296-27-01103; ACA 4-4168; DOC 280.100 Acceptable Use of Technology; DOC 800.020 Use of State Resources; DOC 825.010 Hours of Work and Overtime; Governor’s Executive Order 13-06; Washington State Healthy Nutrition Guidelines; Wellness Plan

POLICY:

I. The Department recognizes that the overall health and fitness of employees is important to productivity, collective health, and quality of life. State agencies have been charged to implement wellness programs, encourage the use of Health Assessments (HAs), coordinate health and wellness fairs, encourage preventive screenings, promote wellness education, and develop measures to evaluate program effectiveness.

II. The Department has established an Employee Wellness Program to sponsor activities designed to improve the health and well-being of employees and contribute to healthful work and home environments.

III. Per the Governor’s Executive Order 13-06, the Department will work towards ensuring access to healthy food and beverage options in its vending machines, onsite retail venues, and cafeterias, and at Department meetings and events. These options will meet the Washington State Healthy Nutrition Guidelines.

DIRECTIVE:

I. Employee Wellness Program

A. The Employee Wellness Program will:

1. Promote and encourage health screenings, HAs, and wellness activities for all employees.

2. Encourage and support program and worksite wellness teams and activities throughout the Department.

3. Work cooperatively with and provide feedback to the Washington Wellness program.

4. Identify models and opportunities for local and Department wide wellness initiatives and activities.

5. Identify community partners and state resources in implementing wellness initiatives and activities.
6. Distribute information about statewide and internal wellness initiatives, creative programs, and best practices.

7. Develop objective measures to assess program effectiveness.

II. Responsibilities

A. The Secretary will appoint a:

1. Department Employee Wellness Executive Sponsor to oversee the program, who will:
   a. Make decisions regarding wellness related issues and policies, and
   b. Seek input for decisions from the Department Executive Leadership Team.

2. Department Employee Wellness Coordinator to facilitate wellness activities and collaborate with wellness teams Department wide, who will:
   a. Work within the Department to enable, support, and encourage employees to develop local wellness teams in each facility/office.
   b. Oversee development of the Department’s Wellness Plan.
   c. Serve as liaison to the Washington Wellness program and represent the Department in the Washington Wellness coordinators group.
   d. Oversee Department efforts to ensure employee access to healthy food and beverage options, ensuring full implementation by December 31, 2016.

III. Wellness Teams

A. Headquarters will have a Wellness Team to sponsor and coordinate wellness activities at Headquarters. Each facility/office is encouraged to develop a local Wellness Team.

1. Facility/office Wellness Teams require Superintendent/Community Corrections Supervisor (CCS) approval. The Superintendent/CCS will approve a process for determining team membership.

2. The Headquarters Wellness Team will consist of members appointed by each division.
B. Wellness Teams will:

1. Work to implement the Department’s Wellness Plan at the local level, ensuring local events, programs, and activities address the priorities outlined in the Plan.

2. Educate employees on evidence-based healthy lifestyle models and wellness related programs and activities.

3. Design and organize communications to inform employees of available wellness programs and activities (e.g., state, Department, and site sponsored).

4. Notify the Department Employee Wellness Coordinator of wellness events or activities they are sponsoring.

5. Ensure that each participant in wellness activities involving physical activity/exercise signs a DOC 03-405 Release from Liability.

IV. Wellness Activities

A. Team sponsored wellness activities must be approved by the appropriate Appointing Authority in advance, when the planned activity will be held during normal working hours.

B. Employees may use state time to attend wellness related meetings and single session educational presentations on wellness related topics if:

1. The session is approved by their Appointing Authority or other appropriate manager/supervisor, and

2. The employee obtains approval from his/her direct supervisor.

C. Employees may use rest periods allowed under DOC 825.010 Hours of Work and Overtime and personal non-paid time, such as before and after work and during lunch, for breastfeeding/lactating activities. Employees will have access to a private area suitable for these activities (i.e., equipped with an electrical outlet and a locking door, not be located in a restroom). In the absence of a designated area, employees are encouraged to work with their supervisor to identify a suitable location.

D. Employees will use personal non-paid time, such as before or after work or during lunch, to participate in all other wellness activities.
E. Participants must sign DOC 03-405 Release from Liability and submit it to the person designated by the Superintendent or appropriate manager/supervisor before participating in any on-site physical activities or using on-site exercise equipment. Employees are required to complete a separate release form for each type of activity they participate in.

F. Wellness information may be posted on iDOC and distributed through newsletters, bulletin boards, and email.

1. Information about wellness/fitness programs offered in the community may be posted on a non-electronic bulletin board, if one is available.
   a. Information may include class schedules and fees, and should not be perceived only as advertising by selected vendors.
   b. All community programs should have an equal opportunity to post information, and postings will comply with DOC 800.020 Use of State Resources.

2. Under no circumstances may state resources, including newsletters, bulletin boards, and email, be used to advertise or otherwise promote a Department employee’s outside business, including any business related to wellness and/or fitness.

3. Instructional videos, books, brochures, and equipment used for wellness activities may be made available.

V. Use of State Resources

A. Employees may use their work computer during normal working hours for wellness activities. However, these uses should be brief, comply with DOC 800.020 Use of State Resources and DOC 280.100 Acceptable Use of Technology, and not interfere with the employee’s official duties. Approved computer use for employee wellness includes:

1. Visiting the Washington Wellness and Department Wellness websites.

2. Completing an annual HA through the employee’s health plan.

3. Carrying out other employee wellness activities in support of Department programs, local health and wellness committees, and Washington Wellness activities (e.g., the Governor’s Health Challenge).

B. The Appointing Authority/designee may approve access to exercise/physical training equipment. S/he may also approve the use of space or
state/facility equipment for wellness activities if the use is occasional and limited, does not interfere with the performance of official duties, and results in little or no cost to the state. Vendors providing wellness services may use approved space in state facilities and offices if authorized by contract.

VI. Funding

A. Funds for wellness activities may come from:
   1. Agency budgets,
   2. Grants,
   3. Department authorized fundraisers which make occasional and limited use of state resources such as, but not limited to, book sales, food sales, or silent auctions,
   4. Participant fees for specific activities, such as exercise classes or wellness events, or
   5. Direct individual contributions. Contributions will be strictly voluntary. Employees will not be required to make contributions in order to use available wellness resources.

B. Revenue from wellness activity fundraisers or donations is not considered Department revenue.

C. All funds raised will be managed in accordance with appropriate state and federal regulations.

VII. Procurement of Goods or Services

A. Expenditures for wellness activities will comply with state personal and purchased service contracting guidelines when Department funds are used to contract for paid wellness services.

B. Wellness contractors will be selected on an objective basis, and the evaluation and selection process will be documented. Considerations may include curriculum, experience, training, availability, and cost.

C. All wellness contractors must present:
   1. Appropriate qualifications and provide assurance that the proposed service will be provided per accepted professional standards and practice.
   2. Proof of liability insurance before beginning any services.
DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 03-405 Release from Liability