



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
2/9/22

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NUMBER
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POLICY

TITLE
EMPLOYEE WELLNESS PROGRAM

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
- Revised: 2/9/22

SUMMARY OF REVISION/REVIEW:

Major changes to include updating terminology and reorganization of policy content. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

1/12/22

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 41.04.362](#); [RCW 42.52.160](#); [RCW 43.10.005](#); [WAC 292-110-010](#); [WAC 296-27-01103](#); [WAC 357-26-035](#); DOC 150.150 Visits and Tours of Department Facilities and Offices; DOC 280.100 Acceptable Use of Technology; DOC 800.020 Use of State Resources; [Governor's Executive Order 13-06](#); [Records Retention Schedule](#); [Washington State Department of Health Healthy Nutrition Guidelines](#)

POLICY:

- I. The Department has established an Employee Wellness Program to support employees in their mental and physical health, quality of work and home life, and overall wellbeing in alignment with the Governor's Executive Order 13-06. The Department will:
 - A. Sponsor activities designed to improve the health and wellbeing of employees, organizational effectiveness per DOC 800.020 Use of State Resources, and contribute to healthful work and home environments.
 - B. Promote and encourage the use of annual health screenings (e.g., SmartHealth Wellbeing Assessment, health assessments).
 - C. Accommodate lactation activities.
 - D. Incorporate healthy food and beverage options in available food venues (e.g., vending machines, cafeterias, onsite retail establishments, meetings and events) whenever possible per the Washington State Healthy Nutrition Guidelines.
 1. Washington-grown products will be purchased and promoted whenever practical.

DIRECTIVE:

- I. General Requirements
 - A. Equity, diversity, inclusion, and respect principles will be represented in all aspects of the Employee Wellness Program to include accessible program information and activities that welcome the participation of all employees.
 - B. The Department's wellness branding and established communication tools, available through the Occupational Health and Wellness Unit, will be used to promote wellness at the local level and statewide initiatives.
 - C. Wellness activities sponsored by a Wellness Committee that will be held during normal working hours must be approved by the appropriate Appointing Authority in advance.

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D. Wellness incentives are not considered fringe benefits (i.e., supplement to salary) and must promote an employee’s wellbeing/wellness.

1. Incentives will not be provided as cash or cash equivalents (e.g., gift card).

II. Responsibilities


A. The Secretary will appoint a Statewide Employee Wellness Executive Sponsor to oversee the program and:

1. Make decisions regarding wellness-related issues and policies, and
2. Appoint a Statewide Employee Wellness Coordinator.

B. The Statewide Employee Wellness Coordinator will:

1. Seek input for decisions from executive leadership.
2. Update and maintain the Department’s Wellness Plan to include posting to the Department’s internal website.
3. Work with facilities/offices to encourage and develop local wellness committees.
4. Serve as liaison to the Washington Wellness Program and represent the Department in the Washington Wellness coordinators group.
5. Oversee Department efforts to participate in programs provided by the Health Care Authority (e.g., Public Employees Benefits Board (PEBB), SmartHealth) and the Employee Assistance Program (EAP) including:
 - a. Diabetes prevention
 - b. Living tobacco free
 - c. Mental and financial wellbeing
 - d. Healthy eating and moving more
 - e. Preventive care and chronic condition management
 - f. Communicable disease prevention (e.g., influenza)
 - g. Health education/promotion
 - h. Support for lactation activities
 - i. Other wellness and wellbeing topics
6. Manage wellness funding for statewide and local efforts to include notifying local committees of limitations/requirements for wellness incentives.

C. The following will develop a local Wellness Committee:

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1. Headquarters
2. Correctional Industries, which includes McNeil Island
3. Each Prison
4. Each Community Corrections region for Community Corrections and Reentry Centers

III. Wellness Committees


- A. Wellness committees will implement the Department's Wellness Plan at the local level, ensuring local events, programs, and activities address the priorities outlined in the plan and:
 1. Design and organize communications to inform employees of available statewide/Department/site-sponsored wellness programs and activities.
 2. Educate employees on evidence-based healthy lifestyle models and wellness-related programs and activities.
 - a. Instructional materials (e.g., videos, books, brochures, equipment) may be provided through a lending library, wellness room, or similar arrangement managed by the local committee.
 - b. Employees participating in onsite wellness activities involving physical activity/exercise must have a signed DOC 03-405 Wellness Activity Liability Release for each activity (e.g., use of exercise equipment) before participation.
 - 1) Releases will be maintained for 2 years by the local wellness committee per the Records Retention Schedule.
 3. Participate in statewide meetings for the Employee Wellness Program.
 4. Notify the Statewide Employee Wellness Coordinator of wellness events or activities they are hosting/sponsoring.
 5. Ensure compliance with wellness incentive limitation requirements, track and document wellness incentives awarded, and complete reporting requests from the Statewide Wellness Coordinator.

IV. Wellness Activities

- A. Wellness information may be posted on the Department's internal website and distributed through newsletters, email, and/or posted on bulletin boards.

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1. State resources may not be used to advertise or promote a Department employee's outside business, including when the business is related to wellness and/or fitness.
 2. Information about wellness/fitness programs offered in the community by persons not employed by the Department may be posted in Department buildings on a nonelectronic bulletin board, if available.
 - a. Information may include class schedules and fees.
 - b. All community programs should have an equal opportunity to post information that complies with DOC 800.020 Use of State Resources.
- B. Employees may use state time to attend wellness-related meetings, single session educational presentations, and events designed to improve organizational effectiveness when:
1. The meeting, presentation, or event is approved by their Appointing Authority or other appropriate manager/supervisor, and
 2. Approval is obtained from the employee's direct supervisor.
- C. Employees will be provided reasonable break time for lactation activities each time there is a need.
1. Local Human Resources will assist with identifying designated areas that meet business needs and follow current state and federal legislation for lactation activities.
- D. Employees will use personal unpaid time to participate in all other wellness activities.
- E. Employees may use their work computer during normal working hours for wellness activities that are brief, comply with de minimus use requirements and DOC 280.100 Acceptable Use of Technology, and do not interfere with the employee's official duties. Approved computer use for employee wellness includes:
1. Visiting the Washington Wellness, EAP, and Department Wellness websites.
 2. Completing an annual wellbeing/health assessment through the employee's health plan.

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

F. The Appointing Authority/designee may approve access to exercise/ physical training equipment for employees and/or the use of space or state/facility equipment for wellness activities when the use does not interfere with the performance of official duties and results in little or no cost to the state.

1. Contractors providing wellness services may use approved space in Department facilities/offices when:
 - a. Authorized by Department policy, and
 - b. There is an effective contract, developed by the Contracts and Legal Affairs unit and signed by the Contracts Administrator and the contractor, for the services being provided.

V. Funding


A. Funds for wellness activities may come from:

1. Grants,
2. Agency budgets,
3. Department-authorized fundraisers with occasional and limited use of state resources (e.g., book/food sales, silent auctions),
4. Participant fees for specific activities (e.g., exercise classes, wellness events), or
5. Direct, voluntary contributions.
 - a. Employees will not be required to make contributions 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.

VI. Procurement of Goods or Services

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- A. Expenditures for wellness activities that take place on Department property, even when Department funds are not used, will comply with state contracting and purchased service requirements and the Department’s supplier diversity goals.
- 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:
 - 1. Present appropriate qualifications and licensure.
 - 2. Ensure that proposed services are provided per accepted professional standards and practice.
 - 3. Pass a criminal history background check if entering Department facilities per DOC 150.150 Visits and Tours of Department Facilities and Offices.
 - 4. Provide 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 Wellness Activity Liability Release