



State of Ohio
Administrative Policy

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Employee Health and Wellness Policy

No:

Human Resources
HR-19

Effective:

January 22, 2013

Issued By:

Robert Blair, Director

1.0 Purpose

The State of Ohio is committed to promoting the health and wellness of all its employees. The Joint Healthcare Committee (JHCC), made up of equal members of management and labor, also works in support of the efforts to promote the health and wellness of state employees. The purpose of this policy is to set forth procedures and guidance for management and employees that address employee health and wellness.

2.0 Policy

In partnership with Ohio Department of Administrative Services (DAS), each state agency has the responsibility to administer an employee wellness program within its own agency. The program will promote employee participation in health assessments, health screenings, and other activities that contribute to good health.

This policy applies to all cabinet agencies, boards and commissions (collectively, state agencies) and their employees.

2.1 Role of the Department of Administrative Services: DAS's Benefits Administration Services administers the state's employee health management program, *Take Charge! Live Well!* DAS will guide and assist agencies in the development of a comprehensive employee wellness program for state employees by developing initiatives that can be rolled out to agencies for self-administration. The *Take Charge! Live Well!* website, available at www.ohio.gov/tclw, serves as a resource for administering the program.

2.2 Agency Responsibilities for the Wellness Program: The following list details the agency responsibilities for the wellness program under this policy.

2.2.1 Agencies shall provide strong and visible leadership from the management level to *Take Charge! Live Well!* and the agency's wellness initiatives by encouraging employee participation in activities and reducing barriers to participation.

2.2.2 Agencies shall appoint a Wellness Ambassador who will work to coordinate the implementation of employee wellness policies and activities and manage the development and execution of the Annual Agency Wellness Plan. The Wellness Ambassador's responsibilities will include but are not limited to:

- Assisting management with including wellness as part of the agency's goals;
- Developing and executing an Annual Agency Wellness Plan, which shall address the primary components of a healthy lifestyle, including nutrition, physical activity, stress, and tobacco cessation. Quarterly updates, including documentation of progress, are to be provided to DAS's Benefits Administration Services (BAS);
- Serving as liaison to BAS and the statewide wellness program;
- Serving as a wellness communication and coordination liaison to their agency and all its locations;
- Scheduling and promoting wellness-related events;
- Attending quarterly statewide Wellness Ambassador meetings, various webinars and/or conference calls.

2.2.3 Agencies with 50 or less employees are not required to designate a Wellness Ambassador. DAS will assume wellness programming and event coordination for such agencies.

2.2.4 Agencies may establish a wellness committee or multiple wellness committees depending on the size and number of locations. Guidance on such committees can be found in Article 20.03 F of the OCSEA Contract.

2.3 Use of Time and State Resources for Employee Wellness: If operational needs permit, agencies are encouraged to allow employees to participate in *Take Charge! Live Well!* activities while on state time and using state resources. When an agency permits employees to participate in such activities on state time or using state resources, the agency may determine a reasonable amount of time permitted for an activity. Employees must coordinate with their supervisors and comply with all agency policies while participating in wellness activities.

At the discretion of the agency, activities that may be conducted on state time and resources agencies may choose to make available to employees include but are not limited to:

- Computers and Web Access – State agencies, to the extent possible, may make employees' work computers available to them in support of employee wellness initiatives, such as completion of an online personal health assessment, lifestyle change programs, webinars, and surveys through *Take Charge! Live Well!*;
- Health Screenings – Biometric health screenings with follow-up counseling are available at many State work sites annually. Employees may be permitted to participate in these screenings on State time;
- Health Fairs and Educational Seminars – Agencies may offer health fairs to educate employees on health, prevention and wellness resources;

- Prevention Programs – Programs or course work for certain health conditions that may continue over an extended period of time (e.g. Diabetes Prevention Program).

2.4 Other Wellness Resources:

- 2.4.1 Wellness Programs** – Subject to agency operational needs and agency policy, employees are encouraged to use break times and meal periods to participate in wellness activities. Such activities include, but are not limited to:
- Visiting a gym;
 - Walking, jogging, stretching exercises or other activity;
 - Attending yoga, meditation, weight loss, exercise, or other health-related classes or meetings.
- 2.4.2 Facilities** – Subject to agency policy, designating a location for wellness activities, including exercise in state-owned and leased space may be permissible if available.
- 2.4.3 Nutrition** - State agencies are encouraged to make available healthy foods and beverages in vending machines, cafeterias and snack bars. Clear identification and prominent display of healthy choices are encouraged.

2.5 Liability: State agencies should be aware of and address liability issues associated with wellness activities. Depending on the activity, this may require coordination and discussion with the appropriate Legal, Finance and/or Human Resources staff to ensure efforts are made to address risk and liability issues as well as to ensure compliance with agency policies. Consideration should be given to issues including, but not limited to, the following:

- Use of participant waivers;
- Use of state facilities;
- Use of state time or restriction on use of state time;
- Vendor contracts, including agency procurement requirements.

3.0 Authority

ORC 124.09, OAC 123:1-47-01(B)

4.0 Revision History

Date	Description of Change
01/22/2013	Original policy.
	Scheduled policy review.

5.0 Inquiries

Direct inquiries about this policy to:

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State of Ohio Administrative Policies may be found online at
www.das.ohio.gov/forStateAgencies/Policies.aspx

Appendix A - Resources

Document Name
Sample Wellness Plan, available on the Wellness Ambassador page at ohio.gov/tclw .