

## Administrative Policy

**Subject:** Workplace Wellness Program

**Section:** 2 – Benefits

**Adm:** 2-201

**Issued:** 06/22/92

**Revised:** 06/30/14

**POLICY:** The Department of Social Services (DSS) is committed to promoting awareness of physical and mental health for its employees. As described in this policy, employees are encouraged to participate in wellness activities through the use of personal wellness leave; a DSS website promoting activities and providing resources; and, a program to recognize and reward employees that champion workplace wellness.

### **OVERVIEW**

A statewide Workplace Wellness Program exists to promote healthy living for state employees and their families. Wellness Ambassadors from each department serve on a team to promote a work culture that encourages and supports healthy lifestyle choices.

A departmental DSS Wellness Committee exists to support the department's workplace wellness program, focusing on ways to increase employee participation in physical and wellness activities and to improve knowledge about health risks and healthy eating habits. The DSS Wellness Committee is comprised of a representative from each division.

The DSS Workplace Wellness website is at <http://dssweb/dpl/pages/wellness.htm>. This site provides information promoting workplace wellness activities, as well as other resources and information. Employees are encouraged to provide suggestions and comments for improved workplace wellness by emailing [DSS.Wellness@dss.mo.gov](mailto:DSS.Wellness@dss.mo.gov).

DSS promotes the establishment of local Wellness Teams made up of individuals from various agencies/departments located in close proximity. For example, Building Wellness Teams may be established to promote healthy activities for individuals located in the same building. Employees interested in participating on local Wellness Teams should send an e-mail to the DSS Wellness Committee at [DSS.Wellness@dss.mo.gov](mailto:DSS.Wellness@dss.mo.gov) for assistance. Local Wellness Teams and activities will also be identified on the DSS Workplace Wellness website.

### **DSS WORKPLACE WELLNESS CHAMPION OF THE MONTH AWARD**

DSS has established a recognition program for employees that champion workplace wellness. Employees are encouraged to nominate fellow employees for the DSS Workplace Wellness Champion of the Month award by completing a [Workplace Wellness Champion Nomination form \(Exhibit 1\)](#) and submitting it by e-mail to [DSS.Wellness@dss.mo.gov](mailto:DSS.Wellness@dss.mo.gov) or by fax to 573-751-2441. Nominations must not contain any personal health information regarding the employee, such as references to weight loss, conditions, injuries, etc., without consent of the employee.

When considering whether to nominate an employee, determine whether the employee:

- Exhibits commitment to promoting wellness in the workplace;
- Inspires others on their journey to wellness; and/or
- Contributes to improving awareness and/or understanding of the agency's commitment toward workplace wellness.

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The deadline for submitting nominations is the first day of each month. Those received after the deadline will be considered the following month. Each nomination is considered for a period of six (6) consecutive months.

Nominations are reviewed by the DSS Wellness Committee which recommends three (3) nominations to the department director or designee who makes the final determination of the DSS Workplace Wellness Champion of the Month.

### **Awards**

Employees selected as Workplace Wellness Champions are awarded eight (8) hours of administrative leave with pay and a commemorative certificate. This leave should be taken within six (6) months of notification of the award. Selected employees are featured on the DSS Workplace Wellness Program intranet site and on the [Human Resource Center's Recognition Programs intranet site](#).

Employees who nominate selected individuals are awarded four (4) hours of administrative leave in recognition and appreciation for their nomination. This leave should be taken within six (6) months of notification of the award. If two or more employees nominate an individual who is selected, the four (4) hours of administrative leave will be divided equally among the nominators.

### **PERSONAL WELLNESS LEAVE**

Personal wellness leave can be used for a program or activity directly related to an employee's health promotion or disease prevention as described below. Employees may use up to one hour of accrued sick leave per month for personal wellness leave, which may be used in 15-minute increments. When possible, employees may be granted a flexible work schedule to allow attendance at these activities. Any additional time needed and approved must be charged to the appropriate leave category (e.g., annual leave, compensatory time).

Employees are responsible for requesting prior supervisory approval for leave taken in conjunction with wellness activities. Personal wellness leave must be coded in LeaveTrack using the Sick Leave for Personal Wellness code, SLPW. Supervisors are responsible for monitoring employees' use of personal wellness leave to ensure it does not exceed more than one hour per month.

### **Covered Activities**

Examples of activities covered by personal wellness leave:

- taking a walk, jogging, bicycling;
- attending a gym;
- attending a fitness class such as yoga, aerobic, kickboxing, or other health related course;
- preparing for (e.g., changing clothes) and traveling to and from a wellness activity

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- (the principal reason should be for the activity not solely for preparation or travel);
- attending a class, seminar or state-sponsored webinar on diet, exercise, or wellness-related topics;
  - participating in a tobacco cessation, weight management, stress management, or other related disease management session;
  - attending cardiopulmonary resuscitation (CPR) and first aid classes; and
  - participating in an event or activity facilitated by the DSS Wellness Team and/or approved by the department director or designee.

Leave taken for Employee Assistance Program (EAP) counseling sessions will not be counted against Personal Wellness Leave. For more information regarding leave that may be used for attending EAP sessions, refer to [Policy 2-203 \(Employee Assistance Program\)](#).

Employees will not be reimbursed for expenses incurred to participate in wellness activities (e.g., travel, meals, and participation costs).

For clarification regarding activities covered under this policy, contact divisional human resource managers or the Human Resource Center (HRC) at 573-751-4244. For information regarding the sick leave policy, refer to [Policy 2-301 \(Sick Leave\)](#).

### **STRIVE FOR WELLNESS PROGRAM**

*Strive for Wellness*, a program for all state employees, focuses on understanding health risks, making smart lifestyle choices and empowering employees to take an active role in their health. Weekly wellness messages are posted on the [Strive for Wellness website](#).

For employees enrolled in the Missouri Consolidated Health Care Plan (MCHCP), the *Strive for Wellness* website also includes information about current incentives that provide members extra motivation to take control of their health. For more information about Strive for Wellness Incentives, log in to [myMCHCP](#). Questions directly related to enrollment or benefits should be directed to MCHCP Member Services at 573-751-0771 or toll-free at 800-487-0771.