



**STATE OF HAWAII  
DEPARTMENT OF HUMAN RESOURCES  
DEVELOPMENT  
POLICIES AND PROCEDURES**

POLICY NO. 801.001	NO. of PAGES 5
EFF. DATE 10/01/14	REV.NO./Date

TITLE: <b>WORKSITE WELLNESS</b>	APPROVED:  Barbara A. Kiteg, Director
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**I. POLICY**

This Worksite Wellness Policy provides the foundation for state agencies to develop activities and modify work environments and policies to support the health and well-being of State employees. In addition to the benefits for employees, positive benefits are likely to accrue to families of employees, resulting in better health for families and the community.

**II. PURPOSE**

State agencies are authorized and encouraged to create and maintain worksite wellness initiatives for their employees. The worksite wellness initiatives should address the primary components of a healthy lifestyle including healthy eating, physical activity, tobacco and nicotine cessation and stress management. Worksite wellness initiatives help employees adopt healthier lifestyles and lower their risk of developing chronic disease. These initiatives also benefit the State by decreasing health care costs, reducing absenteeism, increasing productivity, decreasing workers' compensation and disability claims, and improving morale and retention of valued staff.

**III. SCOPE**

This policy applies to all agencies and employees in the executive branch departments under the jurisdiction of the Department of Human Resources Development ("HRD").

**IV. GENERAL PROVISIONS**

Departments and agencies are authorized and encouraged to craft wellness programs that are likely to be effective for the particular employee population. Some examples of wellness program initiatives that may be incorporated into the workplace are:

- Health risk assessments (HRAs), including biometric screenings
- Walking / fitness challenges
- On-site "lunch and learns"
- On-site presentations from EUTF's contracted medical insurers
- Healthy food options at meetings

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- Organizing teams for charity walks
- Encouraging the incorporation of healthy activities into the worksite (e.g. taking the stairs instead of the elevator)
- Meetings “on the go” (walking meetings)
- Sponsoring weight loss / management programs
- Smoking cessation programs
- Nutrition counseling
- Flu shot programs
- Health fairs
- Providing appropriate incentives
- Stress management programs
- Designation of space for wellness activities, including exercise
- Environmental accommodations for food preparation and storage (e.g. sinks, refrigerators, microwaves) to support employees in bringing healthy lunches and snacks to work.
- Departmental policies to encourage wellness (e.g. adopt a policy encouraging healthy foods at meetings and events)

### V. PROCEDURES

#### A. Wellness Leader:

Each agency desiring to implement this Policy should identify a manager who is willing to serve as the Wellness Leader. In collaboration with executive management and employees, this person would be responsible for creating a Worksite Wellness infrastructure, overseeing the development and implementation of employee wellness policies and committees, and providing ongoing assessment/monitoring of the effectiveness of Worksite Wellness Programs.

#### B. Wellness Committees:

A wellness committee infrastructure is recommended to maximize employee participation and maintain a successful program. A wellness committee is a team

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of employees who meet formally and have identified aims, goals, and implementation strategies to encourage healthy behaviors at the workplace and create health-friendly work environments. A wellness committee should be comprised of employees who represent a cross section of the employee population and are interested in promoting worksite wellness. Multiple committees may be appropriate depending on the size and number of locations of the agency.

### C. Committee Chair(s) and Members Responsibilities:

Committees should elect a wellness chair or co-chairs to conduct meetings and lead activities. Committee members may need as much as four hours a month and the wellness chair(s) as much as six hours a month to plan and implement the agency's wellness plan.

### D. Creating an Employee Worksite Wellness Infrastructure:

1. Measurable Wellness Goals should be included in each agency's strategic plan and in employee work plans, as appropriate.
2. Resources for Wellness Activities: Worksite Wellness programs should utilize available resources within State government and gratis/discounted services from the private sector as much as possible.
3. Incentives: Incentives/awards may be provided, up to a value of \$50.00 each. Any incentive/award with a value in excess of \$50.00 requires written advance approval by the HRD Director. However, cash awards are not permitted. There shall be no penalties for non-participation or wellness activity results.
4. Computer Access: State agencies, to the extent possible, should make computers and email accounts available to employees in order to facilitate health education, increased participation in employee wellness surveys and access to resources.
5. Departments/Agencies are encouraged to pool resources, coordinate and/or collaborate to standardize programs and share resources.

### E. Liability Issues:

Worksite wellness activities usually occur outside of work hours, for example, before and after work or at lunch time. Participation in wellness activities is completely voluntary, whether the activity occurs during non-working or working time.

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### F. Working Time Authorization:

Department directors are delegated the authority to approve the participation of their employees in certain wellness program activities during paid time. Examples of such activities are biometric screenings / baseline assessments and speaker programs. Activities requiring physical exertion by employees, such as exercise or fitness classes, are generally not appropriate for authorization of compensable time.

### G. Legal Compliance:

Worksite wellness programs must be open and accessible to all interested employees, in compliance with Equal Employment Opportunity laws, and disability accommodation requirements. Departments are responsible for complying with these and all other applicable legal obligations. For outside vendors who are not currently contracted with the State, departments must comply with all procurement requirements before vendor(s) can provide programs or activities on State property and/or at any location on behalf of the State. Furthermore, the privacy interests of all participants shall be protected in connection with all wellness programs and data.

## VI. RESOURCES

### **State of Hawaii, Department of Health**

Chronic Disease Prevention and Health Promotion Division  
Healthy Hawaii Initiative  
1250 Punchbowl Street, Room 422  
Honolulu, Hawaii 96813  
Phone: (808) 586-4488  
Fax: (808) 586-4491  
Online: <http://health.hawaii.gov/chronic-disease/>

### **Hawaii Employer-Union Health Benefits Trust Fund (EUTF)**

Program Specialist - Wellness  
P.O. Box 2121  
Honolulu, Hawaii 96805  
Phone: (808) 586-7390 ext. 62133

### **Hawaii Medical Services Association (HMSA)**

Manager – EUTF Program & Federal Plan  
Account Management & Sales  
P.O. Box 860  
Honolulu, Hawaii 96808  
Phone: (808) 952-7845

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Senior Manager – EUTF Program  
Account Management & Sales  
P.O. Box 860  
Honolulu, Hawaii 96808  
Phone: (808) 948-5971

Account Relationship Consultant - EUTF  
Account Management & Sales  
P.O. Box 860  
Honolulu, Hawaii 96808  
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**Kaiser Permanente**

Manager, Worksite Wellness  
Kaiser Permanente, Hawaii  
711 Kapiolani Blvd., 4<sup>th</sup> Floor  
Honolulu, Hawaii 96813  
Phone: (808) 432-5333 ext. 1057