



Board of Industrial Insurance Appeals Employee Wellness Policy

1. Purpose

Pursuant to Executive Order 13-06, Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities, this policy is intended to promote and encourage the physical and mental health and wellness of all Board of Industrial Insurance Appeals (BIIA) employees. An employee wellness program can improve the health and productivity of the workforce, improve morale, reduce absenteeism, and improve recruitment and retention.

2. Definitions

Normal Working Hours – the assigned hours worked by an employee, excluding breaks and lunch periods.

Physical Activities/Exercise – wellness-related activities involving physical exertion, such as walking, sit-ups or similar activities.

Team WorkWell – the statewide employee wellness initiative responding to Executive Order 13-06. Team Workwell is managed by the Health Care Authority's Washington Wellness program.

Wellness Activity – A BIIA sponsored activity such as an educational lunch-and-learn, Poker Walk, annual challenges (i.e., Biggest Loser, Get Health and Fit Challenge), flu shots, etc.

Wellness Participant – an employee participating in a wellness activity that occurs within a BIIA building or is sponsored by the BIIA.

Wellness Committee – a group of BIIA employees who are responsible for strategizing, planning, and organizing wellness initiatives for the agency.

Wellness Coordinator – an employee designated by the managers to chair the Wellness Committee and coordinate the BIIA's participation in Team Workwell.

3. Policy

- A. The BIIA Wellness Committee is established to promote, advocate for, and educate all BIIA employees in maintaining a healthy lifestyle consistent with the Committee's charter. The Committee will develop an

annual operating plan and will strive to offer wellness activities that include employees at various levels of health and fitness and in various geographic locations.

The Committee shall obtain advance approval from the managers for any wellness activities that will occur during normal working hours (i.e., educational presentations).

- B. Employee participation in the wellness program is voluntary. Participation or non-participation in wellness program efforts must not, in any way, influence employee job security, promotional opportunities, or other employee rights.
- C. Participation in wellness-related activities is encouraged but may not interfere with the ability of the individual or the agency to carry out official duties. Wellness-related activities will be scheduled during lunch periods, designated breaks, or outside normal working hours unless approved by the managers to be conducted during normal working hours.
- D. Authorized Use of State Resources for Employee Wellness:

Employee work time – Employees may support or participate in agency-sponsored wellness activities during normal working hours as long as the time spent does not interfere with employees' official duties. Wellness Committee meetings shall take place during normal working hours.

Agency computers – Employees may use agency computers, including the internet, to support or participate in any agency-sponsored wellness activity as long as the time spent does not interfere with employees' official duties. Approved computer use related to employee wellness includes:

- Accessing the Washington Wellness or the BIIA Wellness Intranet web pages.
- Completing an annual health risk assessment through the Public Employees Benefits Board's benefits plans.
- Carrying out other agency-sponsored wellness program efforts.

BIIA Facilities – BIIA facilities may be used to conduct agency-sponsored wellness activities as long as such use does not interrupt services or interfere with employees' official duties.

Washington Wellness Guidance – The BIIA Wellness Committee will review and act in compliance with the Wellness Ethics & Best Practices FAQ [Nov/13] and any subsequent revisions.
(<http://www.hca.wa.gov/pebb/wellness/Pages/ethics.aspx>)

- E. Wellness programs or activities that involve or require organized or systemic physical exercise shall not be implemented or conducted during normal working hours (RCW 41.04.362(3)).

However, the BIIA encourages employees to exercise during non working hours (i.e., breaks, lunch, and before or after work).

- F. Wellness Participant Responsibility and Reduction of Risk and Liability:

Participant Health – Wellness participants must be in good health to participate in strenuous physical activities. Participants must sign a Participant/Volunteer Waiver Form prior to participating in an event that involves physical activity (other than walking).

Olympia Exercise Room – Employees must sign an Exercise Facility Waiver Form before using the Olympia Office exercise room and/or equipment.

Confidentiality – The Wellness Committee shall not request, have access to, or maintain medical information from the employee/ participant.

Liability – All paid vendors providing wellness services, other than educational events, to BIIA employees must carry liability insurance. Non-paid vendors must provide a "Hold Harmless Waiver" to the agency prior to scheduling the event.

- G. Funding, Expenditures and Procurement:

Wellness Funding Sources – Funding for wellness activities may come from participant payments, agency funds, or Wellness Committee fundraising activities. Any use of agency funds must be approved by the Chief of Administrative Services or designee.

Authorized Wellness Expenditures – Procurement of goods and services must be consistent with state laws and regulations; and with the state Ethics in Public Service Act. A non-exclusive list of authorized expenditures for the Wellness Committee includes:

- Non-cash awards for wellness activity participants to promote participation. Each award purchased with agency funds will cost no more than \$50 unless the managers approve a higher amount. Any gift cards given must be equal to or less than \$50. Employees are responsible for reporting the gift card as income to the IRS for tax purposes. No more than \$50 can be gifted to an employee from any one source in a year. The criteria for selecting winners must be published when wellness activities are promoted.

- Contractor fees for education, training, consultation, exercise instruction, and exercise room maintenance.
- Educational materials such as instructional videos, books, pamphlets and brochures.
- Flu shots.

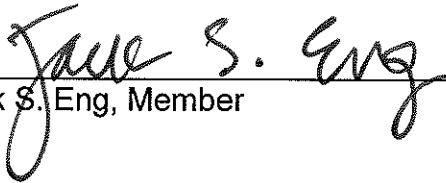
Adopted this 2nd day of September, 2014



David E. Threedy, Chair



Frank E. Fennerty, Jr., Member



Jack S. Eng, Member