



## SCDC POLICY/PROCEDURE

**NUMBER: ADM-11.16**

**TITLE: EMPLOYEE WELLNESS PROGRAM**

**ISSUE DATE: JULY 1, 2004**

**RESPONSIBLE AUTHORITY: DIVISION OF HUMAN RESOURCES**

**OPERATIONS MANUAL: ADMINISTRATION**

**SUPERSEDES: ADM-11.16 (February 1, 2001)**

**RELEVANT SCDC FORMS/SUPPLIES: NONE**

**ACA/CAC STANDARDS: 3-ACRS-1C-02, 3-4048**

**STATE/FEDERAL STATUTES: NONE**

**THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**PURPOSE:** To emphasize and encourage employee participation in Agency and State sponsored employee wellness programs.

**POLICY STATEMENT:** To promote the physical fitness and mental well-being of employees, the Agency will, to the extent possible, support and promote employee participation in State and/or Agency sponsored wellness programs. (3-ACRS-1C-02, 3-4048)

### **SPECIFIC PROCEDURES:**

1. The Administrative Coordinator, Division of Human Resources, will be responsible for the coordination of the employee wellness program.
2. The Agency will encourage employee participation in State or Agency sponsored wellness programs, provided that such participation does not significantly interfere with their normal job duties and/or performance.
3. Employee participation in wellness programs will be voluntary, except as otherwise directed by law or by separate Agency policy or procedure.
4. Agency facilities may be used by employees for wellness programs unless such activities interfere with the use of the facilities by inmates or by other staff needing such facilities to conduct Agency or State business.
5. To promote fiscal responsibility, no state funds will be used for wellness programs without the approval of the *Director - Office of Budget and Resource Management*.

6. The Agency will not be liable for any injuries or damage which may result from an employee's voluntary participation in any wellness program.

7. Whenever non-Agency paid instructors or other outside resource persons are used by voluntary employee groups for wellness activities, the Agency will not be responsible for determining the compensation levels of such instructors or resource persons or for the collection of any fees that may be required from those individuals voluntarily participating in such activities.

8. The Agency supports and encourages employees to participate as instructors or coordinators of wellness programs provided that such participation does not interfere with their normal duties or performance.

9. The Agency will support the use of non-monetary incentives to encourage employee participation in wellness activities and/or to reward those employees who make wellness achievements as a result of their participation in such activities.

**10. DEFINITION(S):**

**Wellness Programs** refer to those programs either sponsored by the Agency or by the State that promote the physical and/or mental health and well-being of employees, i.e., State Health Plan Prevention Partners, employee fitness programs, smoking cessation, nutrition and weight loss counseling, alcohol and drug dependency counseling (e.g., Employee Assistance Program sponsored or voluntary counseling), etc.

**SIGNATURE ON FILE**

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**s/Jon E. Ozmint, Director**

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