

Policy 2.1.16

Wellness Program

Contact: Human Resources Manager

2.1.16.1 Purpose

The purpose of this policy is to affirm Consolidated Technology Services' (CTS) commitment to promoting workplace wellness by establishing a Wellness Program that supports employee health and productivity, and identifies the mechanisms and resources needed to support WaTech/CTS employees' wellness efforts.

Washington Technology Solutions (WaTech) refers to the "consolidated technology services (CTS) agency" identified in RCW 43.105.

2.1.16.2 Scope

This policy applies to activities identified by the Wellness Committee that contribute to the physical, emotional, and psychological well-being of WaTech/CTS employees, including educational awareness, behavioral and lifestyle changes, and supportive environments.

2.1.16.2 Definitions

"**Wellness Committee**" is defined as the group of WaTech/CTS employees who identify and promote the mechanisms and resources needed to encourage wellness among WaTech/CTS employees.

"**Wellness Program**" is defined as a WaTech/CTS program that encourages the physical, emotional and psychological well-being of WaTech/CTS employees by providing health and wellness awareness, behavioral and lifestyle change activities, and supportive environments.

2.1.16.3 WaTech/CTS Will Encourage and Promote Wellness Activities

WaTech/CTS is committed to encouraging and promoting activities and programs that contribute to overall employee wellness, to the extent permitted by law, within available resources, and as defined by the Wellness Committee.

2.1.16.4 Establishing the Agency Wellness Committee

The purpose of the WaTech/CTS Wellness Committee is to design a Wellness Program, support and oversee its implementation, and provide advice and recommendations to WaTech/CTS management on wellness issues. The Committee may also raise funds to support and promote sanctioned activities. Membership in the Wellness Committee may consist of the Human Resources Manager, one Human Resources representative, and WaTech/CTS Safety Committee members. Participation on the committee is voluntary. The Wellness Committee shall determine operating procedures, content and frequency of meetings, decision-making process, and priorities.

2.1.16.5 When Wellness Program Activities May Occur

Wellness activities that include physical exercise are governed by [RCW 41.04.362\(3\)](#), which states, in part:

“No wellness program or activity that involves or requires organized or systematic physical exercise may be implemented or conducted during normal working hours.”

This does not preclude employees from participating in such activities during their scheduled breaks, lunches and before or after work. Other activities that may be conducted during normal working hours are those sanctioned by the Wellness Committee.

WaTech/CTS complies with Section 7(R) of the Fair Labor Standards Act that requires the Agency to accommodate women who breastfeed their children by providing:

- (i) A reasonable break time for an employee to express breast milk for her nursing child; and
- (ii) A place, other than a bathroom, that is shielded from view and free of intrusion from co-workers and the public, to express breast milk.

2.1.16.6 Confidentiality of Wellness Program Information

Per [RCW 41.04.364](#), individual employee participation in the wellness program and all individually identifiable information gathered in the process of conducting the program shall be held in strict confidence and shall not in any way jeopardize any employee’s job security, promotional opportunities, or other employment rights.

Individually identifiable information must be kept separate from medical records, medical record information, and shall not become part of the individual’s employment records.

This section does not prohibit WaTech/CTS or participating contractors from comparing, analyzing, and reporting participant information in aggregate form for use in program evaluation.

2.1.16.7 Use of Contractors

The WaTech/CTS Wellness Program may make use of outside contractors by entering into a written agreement, which shall contain all terms and conditions of the engagement. The Wellness Committee shall follow all WaTech/CTS contracting requirements. See [WaTech/CTS Policy 4.2.1, Acquisitions and Contracting](#). The Wellness Committee must ensure that each contractor has adequate liability insurance, maintains appropriate qualifications, renders services in accordance with accepted professional standards and practices, and provides documented curricula.

2.1.16.8 Participant Safety

The Wellness Committee shall ensure that participants involved in WaTech/CTS’ Wellness Program understand program expectations and, when applicable, shall obtain each participant’s express written acknowledgment of the personal risk involved. The Wellness Committee shall advise participants involved in wellness program activities that include physical exercise to obtain approval from their personal health care practitioner prior to participating in those activities.

References

- [Activity Participation Form](#)
- [WaTech/CTS Wellness Program web site](#)
- [WaTech/CTS Policy 4.2.1, Acquisitions and Contracting](#)
- [RCW 41.04.362\(3\)](#)

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Approved By:

By Christy Ridout, Deputy Director

Director
