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Secretary of Transportation

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Date

## Employee Wellness Program

### I. Introduction

#### A. Purpose

This policy addresses wellness activities that contribute to the physical, emotional, and psychological well-being of Washington State Department of Transportation (WSDOT) employees, including educational awareness, behavioral and lifestyle changes, and supportive environments.

#### B. Background

The [Governor's Executive Order 13-06](#) regarding employee wellness recognizes that the overall health and fitness of state employees is important to the state's productivity, collective health, and quality of life. State agencies have been charged to implement wellness programs, promote wellness education and activities, encourage preventive screenings, and develop measures to evaluate program effectiveness.

#### C. Supersession

This Secretary's Executive Order supersedes and replaces the prior version with the same title, dated October 2, 2017. All references to the superseded E 1036.01 now reference E 1036.02.

#### D. What Has Changed

- In Subsections III.A and III.B, this revision modifies the language about participating in activities during working hours.
- In Sections IV and V, this revision replaces references to the Wellness Program intranet page with references to the Wellness Program on InsideDOT.
- In Section V, this revision updates the list of references.
- In Section VI, this revision adds language about leadership review and replaces references to the Assistant Secretary of Finance and Administrative Services with references to the Director of Human Resources and Safety.

### II. Secretary's Executive Order

This Secretary's Executive Order provides a foundation for the voluntary WSDOT Wellness Program to develop activities to support the health and well-being of employees. Employees are responsible for their use of time and adherence to [WAC 292-110-010](#) *Use of state resources*.

### III. Information to Carry Out This Secretary's Executive Order

The Employee Wellness Program will:

- Support and promote the Public Employees Benefits Board's SmartHealth Program by promoting health screenings, completion of Well-being Assessments, and participation in SmartHealth wellness activities.
- Encourage and support program and worksite wellness teams and activities throughout the agency.
- Distribute information about statewide and internal wellness initiatives and best practices.
- Support women who breastfeed their children as part of the Washington Wellness Worksite Designation Program.
- Promote agency-wide adherence to the Department of Health's [Healthy Nutrition Guidelines](#).

#### A. Wellness Activities

Public Employees Benefits Board (PEBB) members and their spouses or registered domestic partners and family members are encouraged to participate in SmartHealth and specific Wellness Program activities/events.

#### B. Program Participation Limitations

[Revised Code of Washington \(RCW\) 41.04.362\(3\)](#) provides the following limitation: "No wellness program or activity that involves or requires organized or systematic physical exercise may be implemented or conducted during normal working hours."

Participants will sign the WSDOT Participant Activity Declaration and Release ([Form 730-005](#)) and submit it to an appropriate wellness team member before participating in on-site wellness activities.

Participation in wellness activities is voluntary and therefore the agency is not liable for injuries sustained by employees during their participation in these activities.

Participants may use state time to attend state-sponsored or intermittent agency-sponsored health events/activities that meet the following criteria:

- The activity does not require organized or systematic physical exercise.
- The activity adheres to Secretary's Executive Order [E 1004 Ethics in Public Service](#).
- The activity adheres to conditions in reference to de minimis use as defined in [WAC 292-110-010\(3\)](#).
- The activity is an agency Wellness Program-sponsored activity.
- The activity is authorized by the agency head or designee.
- Employees receive approval from their supervisors/managers.

Supervisors/managers are encouraged to allow employee participation in wellness activities. Employees cannot be subjected to retaliation if they choose not to participate.

### **C. Wellness Program Manager**

The Wellness Program Manager will:

1. Develop necessary elements for a comprehensive Employee Wellness Program.
2. Establish and maintain the infrastructure and sustainability of the Wellness Program by:
  - Working cooperatively with and providing feedback to the Washington Wellness Program.
  - Identifying models and opportunities for local and region-wide wellness initiatives.
  - Identifying community partners and state resources for implementing wellness initiatives and activities.
  - Conducting an annual Employee Wellness Program satisfaction survey to encourage input from employees for future program planning.
3. Participate in the Health Care Authority's Washington Wellness Worksite Designation Program as required in the [Governor's Executive Order 13-06](#).
4. Encourage and promote SmartHealth wellness-related programs and activities contributing to overall employee health and wellness.
5. Establish and manage a statewide agency wellness team with members consisting of at least one employee representative from each region and Washington State Ferries (WSF).
6. Develop an annual wellness plan, with measurable objectives, that addresses the primary components of a healthy lifestyle, reflects the needs and interests of employees, and offers all employees the same quality and access to programs.
7. Work with the agency Wellness Sponsor to consider policy recommendations and serve as a liaison to Washington Wellness.

### **D. Wellness Teams**

The statewide agency wellness team includes a representative from each region and WSF. Members will assist in identifying aims, goals, and implementation strategies to encourage healthy behaviors at the workplace and create health-friendly work environments.

Wellness team members, with assistance from the Wellness Program Manager, are asked to form region wellness teams to address the specific needs of region/WSF employees based in part on employee participation in SmartHealth activities.

### **E. Confidentiality of Wellness Program Information**

Individual Well-being Assessment data is private and confidential under the Health Insurance Portability and Accountability Act (HIPAA). This individual information is only available to the individual employee to create a personal activity plan. The PEBB Program and its contracted vendor, Limeade, will receive information about PEBB membership as a whole (not personalized data) to regularly develop and offer activities to meet members' health needs and interests. Employees are encouraged to share their results or concerns with their own doctors.

Employees cannot be discriminated against in employment because of medical information that they provide as part of participating in the Wellness Program.

#### **IV. Contact for More Information**

For questions or concerns about this Secretary's Executive Order, contact the Wellness Program Manager at 360-705-7504 or visit the [Wellness Program](#) on InsideDOT.

#### **V. References**

- Fair Labor Standards Act, [Section 7\(r\)](#) – Break Time for Nursing Mothers Provision
- [RCW 41.04.362](#) *Employee wellness program*
- [RCW 42.52.160](#) *Use of persons, money, or property for private gain*
- [Governor's Executive Order 13-06](#) *Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities*
- [WAC 292-110-010](#) *Use of state resources*
- Department of Health [Healthy Nutrition Guidelines](#) webpage
- Secretary's Executive Order [E 1004](#) *Ethics in Public Service*
- Secretary's Executive Order [E 1116](#) *Food and Beverage Service Policy*
- [Human Resources Desk Manual](#) M 3009
- WSDOT [Wellness Program](#) on InsideDOT
- WSDOT Participant Activity Declaration and Release ([Form 730-005](#))

#### **VI. Review and Update Requirements**

When changes are necessary to update this document, inform the Director of Human Resources and Safety.

The Director of Human Resources and Safety reviews this document periodically and proposes updates for leadership review and approval by the Secretary of Transportation.

#### **Americans with Disabilities Act (ADA) Information**

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