

M E M O R A N D U M

PERSONNEL MANAGEMENT LIAISONS

Date: July 27, 1988
Reference Code: 88-66

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Chief of Administration

From: Department of Personnel Administration
Office of the Director

Subject: Wellness Pilot Program

For the past several months, Policy Development staff have been reviewing the need for DPA to develop a wellness program for State employees. Our efforts included reviewing a wide variety of wellness programs and conducting a statewide survey of departmental interest in wellness programs. Over 42% of the departments, including most major departments, responded to the survey. Generally, departments expressed strong support to provide, at employer cost, the more inexpensive program elements such as educational information, noon exercise programs, minor worksite health risk appraisals, plus blood pressure and cholesterol screenings. With the exception of facilities modification to provide showers, departments did not support expensive state supported wellness elements such as exercise club memberships, major off-site health screening and paid time off for exercise.

Based on our research and the wellness survey results, DPA has decided to conduct a one year Wellness Pilot Program for nonrepresented employees in several departments. This project will be conducted in three to six volunteer departments, cover several hundred employees and be funded within current departmental budgets.

Departments which have between 100 and 200 nonrepresented employees in a geographic location and currently do not have an active Wellness Program are encouraged to volunteer for participation in this pilot program.

Each participating department will be asked to designate one individual to serve as their departmental wellness coordinator in order to facilitate communications and to administer the program.

A committee of the wellness coordinators will then be formed to assist the Statewide Wellness Coordinator identify programs, methods of delivery, vendors, contracting issues, etc., and to develop measurable evaluation criteria. The

committee will also be responsible for recommending a standardized wellness approach for State service at the conclusion of the pilot program.

Attached is an information sheet designed to briefly describe the various program components and what the participating employees should expect from the Wellness Pilot Program.

To volunteer for participation in the pilot program and to inform us of your departmental wellness coordinator designation, please complete, detach and return the lower portion of this page by September 1, 1988. If a large number of departments volunteer, we will pick the necessary number. All volunteers will be informed of their selection by the end of September.

If you have any questions regarding this program, you can contact Wanda Grigsby at (916) 324-9351 or ATSS 454-9351.

Wendell M. Coon
Bar

David J. Tirapelle
Chief Deputy Director

Attachment

Complete lower section, detach and return by September 1, 1988.

WELLNESS PILOT PROGRAM INFORMATION

Department _____

Volunteers to participate in the Wellness Pilot Program.

Name of departmental Wellness Coordinator _____

Telephone number () _____

Mail to: Department of Personnel Administration D-22
1515 S Street, North Building Suite 400
Post Office Box 944234
Sacramento, CA 94244-2340

Attn: Wanda R. Grigsby
Program Development - Wellness

WELLNESS PILOT PROGRAM COMPONENTS

1. Wellness Newsletter

Employees will be given periodic wellness newsletters covering health related subjects such as stress reduction, nutrition, exercise, cholesterol, etc. The annual employer cost would range from \$1.25 to \$6.00 per employee, depending on the newsletter length, format, style and issue frequency.

2. Health Risk Appraisals

At the beginning of the pilot program each employee will be asked to complete a health risk appraisal questionnaire. Health risk appraisals (HRAs) are used to: 1) evaluate a person's chance of becoming ill or dying from a particular disease within a given time period; 2) compare an individual's health related behavior and personal characteristics to a data base of epidemiological and mortality statistics; and 3) calculate the amount of risk associated with specific lifestyle behaviors. Once the HRA is processed the employee would be given a personalized analysis of their health and longevity plus an estimate of the amount of risk which could be eliminated by making lifestyle and/or behavioral changes (i.e. improved diet and exercise patterns).

Each department will also receive a composite report which summarizes the HRA answers and assesses an organization's critical health needs and interests.

If a company is hired to process the HRAs, the cost will vary from \$5.00 to \$10.00 per employee. However, staff is considering a computer program which could be made available to each department for a total cost of \$125.00 for each computer disk needed to perform the analysis plus the cost of paper.

3. Worksite Blood Pressure Readings

Blood pressure monitoring would be made available at the worksite during lunch and breaks. Departments would be authorized to purchase blood pressure cuffs and train employees on their operation in work locations. Cost to the department would include up to \$150.00 for a blood pressure machine and several cuffs plus the staff time used in conducting the testing.

4. On-Site Cholesterol Testing

Departments would be authorized to provide and pay for two periodic cholesterol testings. Blood testing with same day analysis could be provided for approximately \$5.00 to \$10.00 per test per employee. A pilot program of two tests over a period of one year for 100 employees would cost from \$1,000.00-\$2,000.00.

5. Wellness Seminars

Wellness seminars covering all wellness subjects including nutrition, exercise, etc. would be provided on worksite during lunch and break times. Because of the large interest reflected in stress education, a heavy emphasis would be placed on this subject. Staff is considering a prepackaged wellness program called "Heart at Work" developed by the American Heart Association. This program could be made available

for use by trainers, wellness coordinators, etc. Its cost would be \$50.00 per department for a complete set of materials (including communication letters, videos, posters, etc.).

6. Self-Care/Wellness Books

Each employee will receive two wellness books for their individual use and evaluation. One book will focus on general wellness topics such as nutrition and stress reduction, while the other will focus on common illness and injury identification and treatment. The total employer costs for both books will be approximately \$1,500.00 for 100 employees or \$15.00 per employee.