

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: December 30, 1988
Reference Code: 88-110

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Individual(s) responsible for EAP/Wellness Programs

From: Department of Personnel Administration
Office of the Director

Subject: Status Report -- Wellness Pilot Program for Nonrepresented Employees

In July of this year, the Department of Personnel Administration (DPA) solicited volunteer departments to participate in a Wellness Pilot Program for nonrepresented State employees. (See PML 88-66 for further details)

The following departments met the participation criteria spelled out in the PML 88-66 and have agreed to participate in the pilot program for nonrepresented employees: California Highway Patrol; Department of Corrections; Department of General Services; Department of Education; Employment Development Department; Franchise Tax Board, Department of Justice; Public Utilities Commission and the Department of Personnel Administration.

The overall goal of the pilot program is to foster self responsibility for health and wellness by increasing the employee's awareness of lifestyle changes which can improve their health, morale and longevity. In addition, the program has potential benefits for the State which include increased productivity, low health benefit utilization, decreased employee turnover, and lower sick leave and disability benefit usage.

The components of the Wellness Pilot Program will include newsletters, Health Risk Appraisals, Worksite Blood Pressure Readings, On-Site Cholesterol Testing, Seminars on Wellness-Related Topics, Self Care/Wellness Books, Drug Awareness Training and Weight Control Groups.

The pilot program will run from January 1, 1989 through December 31, 1989 and will include nonrepresented employees in departments which have been selected to participate. At the end of that year, an evaluation of the program and its various components will be made to help determine what role the State should play in the wellness area. The results of our findings will be shared with all departments in the Spring of 1990.

In the process of developing the program, a number of policy questions have come up which we would like to address. These are:

1. Can a department use some of the proposed elements even though it is not in the pilot program?

Yes! Any department can provide the wellness components included in the pilot program for its nonrepresented employees. Rule number 599.935 was recently adopted (copy attached) which authorizes departments to purchase wellness related items such as blood pressure monitoring machines, weight scales and cholesterol screenings to support wellness programs for nonrepresented employees.

2. What if a department wishes to provide other new wellness elements for its nonrepresented employees?

A department may develop a wellness program element outside those included in the pilot program. However, it should keep in mind the basic requirements that wellness components should be of modest cost and generally not include paid time off for an employee. Such programs which do not clearly meet these requirements should be discussed with the DPA Wellness Coordinator.

3. What if a department already has a wellness program in place? Can they continue with that program?

The pilot program was not intended to impact current programs and they may be continued. These programs may be impacted over time as the State develops a general wellness program.

4. Can a department include their rank and file employees in a wellness program?

Some departments currently have wellness programs which include rank and file employees. Departments which extend their wellness program to rank and file employees should be sensitive to the Health and Welfare provisions contained in the various bargaining unit contracts. It is important that a department not adopt major wellness components on a long range basis which could result in past practice claims if we determine, through the pilot program, that they are not effective and decide not to include them in the statewide program.

5. How do the wellness components in the EAP contract with the Occupational Health Services (OHS) relate to the Wellness Pilot Program?

The OHS contract does not obligate the State to use those services. The services in this contract represent one of a number of vendors who could provide the various services. If a department is considering offering the wellness components in the OHS contract, it should be consistent with the policy stated above in number 2.

We will keep you informed as to the progress of the Pilot Program as well as additional policy issues which arise. Questions may be directed to the Statewide Wellness Coordinator, Wanda R. Grigsby. She may be reached at (916) 324-9351 or ATSS 454-9351.



Lillian Rowett
Deputy Director

RULE #599.935

TITLE: Wellness Program

Appointing powers are authorized to purchase, for the purpose of supporting wellness programs for nonrepresented employees, wellness related items and/or services including blood pressure monitoring machines, cholesterol screenings, weight scales, wellness newsletters, health risk appraisals, instructional materials, speaker fees, and other related items.

Note: Authority cited: Sections 3517.8, 19815.4(a), and 19261, Government Code. Reference 3517.8, 19261, Government Code.