State of California

M E M O R A N D U M

DATE: May 10, 1995

TO: PERSONNEL MANAGEMENT LIAISONS **REFERENCE CODE:** 95-025

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Health and Safety Coordinators, Labor Relations Officers, Personnel Officers, Wellness Coordinators

FROM: **Department of Personnel Administration**
Office of the Director

SUBJECT: Governor's Executive Order - Work Site Health Promotion

CONTACT: Marie Pereira, Benefits and Training Division
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On April 4, 1995, the Governor signed Executive Order W-119-95 (attached). This Order specifies that the Department of Personnel Administration (DPA) will take a leadership role in the development and implementation of a statewide Work Site Health Promotion and Illness Prevention Program. Implementation of work site wellness programs can benefit both management and employees by improving employees' physical health and morale, increasing productivity, reducing absenteeism, lowering health care and workers' compensation costs.

DPA will lead a labor/management Steering Committee which will include representatives from State departments, labor organizations and wellness advocacy groups. The mission of the Steering Committee will be to improve the physical health and mental well being of the State work force through work site health promotion activities.

DPA, in conjunction with the Steering Committee, will develop and coordinate a core program and serve as the central clearinghouse of health, fitness and illness prevention information. The Steering Committee's initial work shall focus on assessing the current health promotion efforts of State departments, health carriers, health advocacy and other community organizations.

In the near future, DPA will be forming the Steering Committee by soliciting labor and management representatives from the organizations cited in the Executive Order. It is anticipated that the first meeting of the Steering Committee will be held in July 1995 and that meetings will be held monthly thereafter.

If you would like additional information, or have specific questions regarding the Executive Order and the formation of the steering committee, please call Marie Pereira at (916) 324-9365, CALNET 454-9365, or on the Internet, MXPEREIR@SMTP.DPA.CA.GOV.

In addition, DPA is aware that numerous state agencies currently have someone designated as a Wellness Coordinator for their agency. We are in the process of updating and expanding our current listing of Wellness Coordinators. If your agency has identified a staff person who will be responsible for coordinating wellness activities, please provide Marie Pereira with the individual's name and phone number.

Lillian Rowett
Chief Deputy Director

Attachment

cc: Department Directors

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER W-119-95

WHEREAS, a healthier State work force contributes to a quality work product, improved morale, increased productivity, reduced absenteeism, lower health care and workers' compensation costs (for example, General Electric reduced health care costs for members of its fitness program by 38 percent in an 18-month period and DuPont reduced absenteeism by 4.5 percent over six years and saved $6.2 million in health care costs in the first three years of its program); and

WHEREAS, the physical and emotional well-being of the State work force can be improved through work site promotion in areas such as preventive medicine, exercise, diet, stress management, accident prevention, smoking cessation, drug and alcohol avoidance; and

WHEREAS, establishing a State government work site health promotion program is on the goals of the Healthy People 2000 project of the Department of Health Services and the Governor's Council on Physical Fitness and Sports;

NOW, THEREFORE, I, PETE WILSON, Governor of the State of California, by virtue of the power and authority vested in me by the Constitution and statutes of the State of California, do hereby issue this order to become effective immediately:

1. The Department of Personnel Administration (DPA) will take the leadership in the development and implementation of a comprehensive statewide Work Site Health Promotion and Illness Prevention program. DPA will lead a labor/management steering committee which will include representatives of the Departments of Health Services, Finance, General Services, Governor's Council on Physical Fitness and Sports, the Public Employees' Retirement System, the State Compensation Insurance Fund, and the California Wellness Information Network.

2. DPA, in conjunction with the Steering Committee, shall develop and coordinate a core program and serve as the central clearinghouse of health and fitness promotion and illness prevention information statewide. The scope of this program shall include, but not be limited to, employee awareness campaigns, health risk appraisals, blood pressure and cholesterol screenings, illness and injury prevention training programs, exercise programs and special communication/education activities related to smoking, alcohol and drug abuse.

3. The Steering Committee's initial work shall be focused on assessing all current health promotion efforts of State departments, health benefit carriers, health advocacy and other community organizations in order to develop a program which takes advantage of and redirects existing resources. The Steering Committee will also pursue grants and other sources of funding for the program.

4. Each State department shall dedicate resources to coordinate their participation in the Work Site Health Promotion program or arrange to cooperate with other departments in their agency or their geographic proximity for program coordination.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 4th day of April 1995.

Governor of California

ATTEST:

Secretary of State