




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Employee Health and Wellness	HR_480_18
Supersedes:	New Policy	
Applicability:	All employees, including limited duration and temporary employees, board and commission members, volunteers, and others working in an agency, unless this policy conflicts with an agency's collective bargaining agreement.	
Reference:	Executive Order No. 17-01; ORS 240.145(3), ORS 240.250, and State Policy 50-010-06	
Effective Date:	January 22, 2018	Approved: 

I. PURPOSE

ODFW is committed to promoting an environment that contributes to employee wellness. Healthy, empowered and engaged employees are integral to the effective delivery of ODFW services to our constituents and partners. Prompted by Governor's Executive Order No. 17-01 State Agency Employee Wellness, ODFW recognizes the benefits to both employers and employees of workplace programs that promote and support health and wellness.

II. POLICY

ODFW supports employee requests for approved time away from regular duties to participate in wellness activities. Examples of such activities include but are not limited to participation in the agency's wellness committee and wellness activities and events. Employees seeking to participate in these activities must present a request to their manager in writing or in an email and allow a minimum of two weeks for their manager to review and respond. When considering an employee's request for time off, managers will consider the needs of the office, whether services can be adequately maintained, the frequency of requests, and the level of disruption to the office in their decision.

With manager approval, employees are permitted to attend agency state sponsored wellness events and other wellness activities during work hours. For participating in wellness activities, the manager and employee may mutually agree to flex schedules, or the manager may approve the use of vacation leave, compensatory time, personal business or leave without pay as appropriate in accordance with applicable collective bargaining agreements and/or Statewide HR Policy 10.030.01 Support of Employee's Work and Family Needs. Management and executive service employees will follow the same basic principles as represented staff in requesting time to participate in wellness activities.

An agency wellness committee comprised of two employees from each of the two regions and headquarters along with the agency wellness manager shall develop and evaluate workplace health and wellness related efforts and assist with carrying out initiatives that promote wellness. This wellness committee shall be comprised of employees who provide balanced and broad representation of

ODFW. A specified number of hours and length of commitment will be determined and included in the committee charter, and members will be allowed time to participate during their normal work hours.

The agency committee shall research and recommend wellness-related activities that support employee engagement in wellness activities to the Human Resources Administrator, who will work with the Director's Office for final review. The committee shall evaluate wellness programs sponsored by Cascade Employee Assistance Program, health plans (Kaiser Permanente, Moda, and Providence), the Public Employee Benefits Board and Health Engagement Model that offer evidence-based information.

Wellness-related educational opportunities shall not be utilized by event sponsors, hosts, or attendees to sell, promote, or solicit products or services.