

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	3.24	2
	Date Filed	Effective Date
	*	August 7, 2023
	Supersedes	
	None / New Policy	
Authority/References ACA Standard 5-ACI-1C-25	Subject EMPLOYEE WELLNESS PROGRAM	

I. DEFINITIONS

“Employee Wellness Program” is an employer approach to improving employee health that may include activities such as employer sponsored exercise, weight-loss competitions, educational seminars, tobacco-cessation programs and health screenings designed to help employees eat better, manage weight and improve their overall physical and mental health.

II. POLICY and PROCEDURE

This policy provides the foundation for the Department of Corrections to develop activities and modify work environments and policies to support the health and well-being of its employees.

A. General Information

1. All Departments and Adult Institutions are authorized and encouraged to create wellness programs that are likely to be effective for their particular employee population. Examples of wellness program initiatives that may be incorporated in the workplace are:
 - a. Health risk assessments, including biometric screenings;
 - b. Walking or fitness challenges;
 - c. Encouraging healthy activities;
 - d. Weight Loss or management programs; and
 - e. Stress management programs.
2. Staff Wellness Team Administrators, as designated by the Health Services Division, shall oversee and provide assistance to Staff Wellness Coordinators as well as monitor the wellness of Department of Corrections staff.
3. Participation in wellness activities shall be voluntary, whether the activity occurs during non-working or working time.
4. Wellness programs shall be open and accessible to all interested employees.

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B. Staff Wellness Coordinators

1. Each adult institution, parole office and Central Office shall have at least one (1) employee appointed by the appointing authority to be the Staff Wellness Coordinator.
2. In collaboration with the wellness branch and employees, Staff Wellness Coordinators shall ensure an employee wellness policy is implemented for their employee population.
3. Staff Wellness Coordinators shall provide ongoing assessment and monitoring of the effectiveness of wellness programs.
4. Staff Wellness Coordinators shall ensure their employee wellness program includes at a minimum:
 - a. Education on inherit health risks;
 - b. Monitored goals and objectives;
 - c. Engagement surveys;
 - d. A designated committee that has oversight of activities;
 - e. Periodic health screenings;
 - f. Incentives to encourage employee participation; and
 - g. Linkages to support programs (i.e. employee assistance programs, Critical Incident Response Team)

C. Working Time Authorization

Departmental and adult institution appointing authorities may approve the participation of their employees in health services and educational wellness program activities during paid time, such as biometric screenings, baseline assessments, and speaker programs.