
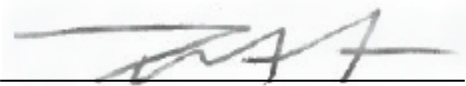


POLICY TITLE: WORKPLACE WELLNESS		PAGE <u>1</u> OF <u>3</u>
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CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: August 1, 2019	LATEST REVISION:	CHECK ONLY IF APA [<input type="checkbox"/>]

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Sections 1403.

II. APPLICABILITY

Entire Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to support the health and wellbeing of staff by promoting voluntary participation in wellness opportunities.

IV. DEFINITIONS

None

V. CONTENTS

Procedure A: Workplace Wellness
 Procedure B: Employee Wellness Resources
 Procedure C: Other Wellness Resources for Non-State Employees

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: Workplace Wellness

1. The Commissioner, or designee, shall establish a Department Wellness Committee and designate a staff person at the management level to oversee the Department's wellness initiative and serve as chairperson of the committee. In

addition to the chairperson, the committee shall be comprised of a representative(s) from each adult facility, juvenile facility, adult community corrections, juvenile community corrections, and Central Office.

2. The Department Wellness Committee shall meet to identify goals, objectives, and activities to promote wellness initiatives in the workplace for Department staff (any Department employee or a person providing services to Department clients under contract or by agreement with the Department) to include, but is not limited, to:
 - a. conduct staff engagement surveys to obtain recommendations on how to promote wellness with staff;
 - b. promote and make recommendations regarding wellness initiatives; and
 - c. identify incentives to encourage staff participation.

3. The chairperson's, or designee's, responsibilities include, but are not limited, to:
 - a. facilitate meetings, prepare agendas, distribute meeting minutes, etc.;
 - b. oversee the work of the wellness committee in developing and promoting wellness initiatives;
 - c. periodically update correctional administrators on the Department's wellness initiative; and
 - d. monitor goals and objectives of the Department's wellness initiative.

Procedure B: Employee Wellness Resources

1. The Commissioner shall ensure that Department employees are informed about wellness resources provided by the Bureau of Human Resources, Office of Employee Health and Benefits to State of Maine employees. Wellness resources include, but are not limited, to:
 - a. annual health assessments;
 - b. access to State of Maine wellness centers that include:
 - 1) cardiovascular equipment;
 - 2) strength-training equipment; and
 - 3) group fitness classes.
 - c. gym membership reimbursement program;
 - d. periodic health screenings (e.g. blood pressure, cholesterol);
 - e. stress reduction, prediabetes evaluation, and nutrition education; and
 - f. linkages to the following resources:
 - 1) the employee assistance program that assists with a wide range of issues including stress, anxiety, depression, grief, legal issues, real estate transactions, debt consolidation, financial counseling, etc.
 - 2) a Peer Support Team;

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- 3) tobacco cessation; and
- 4) diabetes prevention.

Procedure C: Other Wellness Resources for Non-State Employees

- 1. A person who is not an employee of Maine State Government and is a person providing services to Department clients under contract or by agreement with the Department shall be referred to wellness resources provided by his or her employer, if any.

VIII. PROFESSIONAL STANDARDS

ACA:

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All staff will have access to on-going health and wellness education, and programs and activities. Written policy, procedures and practices encourage and support employees to participate and engage in health and wellness activities inside and outside of their institutions/agencies. At a minimum a program should include:

- education on inherit health risks
- monitored goals and objectives
- engagement surveys
- a designated committee that has oversight of activities
- periodic health screenings
- incentives to encourage employee participation
- linkages to support programs (i.e. employee assistance programs, Critical Incident Response Team)

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