

# FAYETTEVILLE STATE UNIVERSITY

## WORKSITE WELLNESS PROGRAM

<b>Authority:</b>	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
<b>Category:</b>	General University Policies
<b>Applies to:</b>	●Administrators      ●Staff      ●Faculty
<b>History:</b>	Approved – August 9, 2010 First Issued – August 10, 2010
<b>Related Policies:</b>	<i>Worksite Wellness Policy</i> [State Personnel Manual, Section 8]
<b>Contact for Info:</b>	Office of Human Resources (910) 672-1146

### I. PURPOSE

Fayetteville State University (“FSU”) has created a worksite wellness program (“Program”) to assist its employees in developing and maintaining a healthy lifestyle, to include healthy eating, physical activity, tobacco use cessation, and stress management. FSU will utilize the *Worksite Wellness* model developed by North Carolina’s State Health Plan (SHP) and other resources offered by the Office of State Personnel (OSP) and the Department of Public Health (DPH) in implementing and administering its worksite wellness program.

### II. PROGRAM LEADER AND WELLNESS COMMITTEE

#### A. Program Leader

The Chancellor shall appoint a Program leader (“Leader”). The Leader shall be an employee at the management level who has direct access to the Chancellor. In collaboration with FSU’s administration and its employees, the Leader will create a worksite wellness infrastructure. The Leader will oversee the development and implementation of policies and will provide ongoing assessment/monitoring of the effectiveness of the Program. The Leader shall also be responsible for chairing any committee(s) related to the Program that the Chancellor appoints. It is not required that the Leader have a health-related background.

The Leader shall also serve as the Worksite Wellness Committee’s chair. A co-chair may be elected by the Committee, if such is deemed necessary.

**B. Wellness Committee**

A Worksite Wellness Committee (“Committee”) shall be established by the Chancellor or the Chancellor’s designee. The Committee shall be composed of SPA employees, EPA faculty and non-faculty employees and administrators. The Committee will be responsible for identifying and monitoring goals and implementing strategies to encourage healthy behaviors while at work. The Committee shall also be responsible for advocating for any necessary policy changes and creating health-friendly work environments. If needed additional committees and/or sub-committees may be established. If appropriate, serving on this committee should be included in the employee’s work plan.

**III. PROGRAM DETAILS**

**A. Measurable Program Objectives**

If appropriate, measurable objectives may be included in FSU’s strategic plan.

**B. Financial Resources for Wellness Activities**

Resources within State government and free or discounted services from the private sector shall be utilized in the administration of the Program. In addition, FSU and other State agencies may provide fiscal support for wellness committees and activities. The Leader and Committee members should ensure that items donated for wellness activities do not violate ethics law, regulations or policies.

**C. Fundraising**

The Committee may hold fundraising activities and solicit donations to support the Program. Fundraisers must comply with FSU’s policies on fundraising and solicitations. Prior to any fundraising activities being held, approval must be granted by the Vice Chancellor for Institutional Advancement. The Leader shall be responsible for seeking such approval.

**D. Computer Access**

To the extent possible, FSU will ensure that all employees have access to a computer and an email account in order to facilitate health education, increased participation in wellness surveys, access to Employee Assistance Programs, State Health Plan (“SHP”) resources (i.e., NC HealthSmart), and incentive programs. Employees who desire such access, but do not have it should contact their supervisor and request such access.

**E. Communication and Promotion**

In addition to communicating and promoting FSU's Program, the Committee shall also promote SHP's NC HealthSmart, the Employee Assistance Program, the NC Quitline, ergonomics programs, and other wellness-related programs that may be available to FSU's employees. The Office of Human Resources shall ensure that new employees receive information about the NC HealthSmart healthy living initiative and FSU's Program during new employee orientation.

**F. Quality and Accessibility**

FSU will have a plan for routinely monitoring the quality of the Program and its employee access to the Program. The Leader and the Committee shall determine the evaluation criteria and conduct an assessment to determine the effectiveness of the Program. The results shall be discussed with FSU's administrators, faculty, and staff.

**G. Liability Issues**

FSU will address liability issues depending on the nature of the wellness activity. Since wellness activities usually occur outside of an employee's work hours, before and after work or during lunch, participation in wellness activities is voluntary; and, therefore, the State and the FSU accepts no liability for injuries sustained to employees during their participation in these activities. As a general reference, injury that occurs during non-pay status is not compensable. Non-pay status is defined as before work, after work and non-paid time during the normal workday. The Leader shall inform employees of the above information.

The Leader may request the assistance of FSU's Director of Emergency Management and Environmental Safety ("EHS Director") in making a good-faith effort to ensure that equipment and areas used for wellness activities do not present hazardous conditions.

All employees must sign a liability release form before participating in group wellness activities involving physical exercise or dieting. The Office of Human Resources shall maintain such forms; however such forms shall not be kept in an employee's personnel file.

**IV. EMPLOYEE PARTICIPATION**

**A. Physical Activity**

FSU's Program must include information on physical activity for employees and designate space(s) at FSU that can be used for wellness activities.

**B. Healthier Food**

FSU's Program should work to encourage employees to consume healthy foods. To meet this goal, the Program may include ways that FSU can assist employees in consuming healthier foods while at work. Examples of such efforts may include the following:

1. Making available healthy snacks or foods at catered events, in vending machines, in the dining hall, and in snack bars; or
2. Ensuring clear identification of healthy snacks and meals in the dining hall.

**C. Reducing and Managing Stress**

FSU's Program should include specific efforts to assist employees with reducing and managing stress in the workplace. Examples of such efforts may include the following:

1. An annual training program for managers/supervisors, provided by the Office of Human Resources, on stress reduction/management; and
2. Periodic training programs, provided by the Office of Human Resources, for all employees on how to improve their lives by reducing and managing stress.

**D. Tobacco Cessation**

FSU's Program should include specific efforts that will assist employees in obtaining information and services with tobacco cessation such as cost-effective smoking cessation therapy, counseling options and support programs.

**E. FSU Incentives**

FSU may provide employees with incentives for participating in wellness activities. This does not extend to offering incentive pay for performance. Both long and short-term incentives are appropriate to promote and sustain participation in worksite wellness activities. If FSU funds are used as an incentive, the incentive should be limited to a maximum value of \$25.00 per award. No incentives shall be given without prior written approval from the Chancellor or the Chancellor's designee.

**F. Vendors**

FSU may allow vendors, such as weight management program providers, to offer services to employees at the worksite during non-work hours, i.e. during lunch hours, or before or after the official workday of the employee, with the permission of the Chancellor or the Chancellor's designee.

The Leader should ensure that vendors providing wellness programs or services have the recognized qualifications to provide such programs (if applicable). Guidance on selecting qualified vendors can be found at SHP's website (<http://www.shpnc.org/worksite-wellness.html>).