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Date

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**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #263, FY22

SUBJECT: Wellness Program Policy

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: HR Bulletin #155, November 21, 2011

BACKGROUND: Executive Order 13507, dated April 8, 2009, created a Federal health reform office that included a Federal civilian employee wellness initiative. The President tasked the Office of Personnel Management (OPM) with surveying the status of wellness programs available to civilian employees. As a result of this Executive order, the Office of Management and Budget (OMB) required all Federal agencies to have employee wellness initiative action items included in their budget requests.

Additionally, in its memo from July 15, 2010, OPM directed the Department of Commerce, along with other Executive-level agencies, to develop a 5-year wellness plan for Fiscal Years (FY) 2012–17 with the goal that by the FY 2017 date, 75% of Department employees would participate in the Department’s wellness programs. In line with this guidance, the Department Wellness Working Group was formed in FY 2011.

PURPOSE: This HR Bulletin establishes Department policy, procedures, and responsibilities for implementing requirements for a health and wellness program.

POLICY: The Department recognizes that achieving its mission depends on the well-being of its employees. The Department acknowledges that key elements of workplace wellness include the social, emotional, physical, and cultural environments as well as the policies, practices, and procedures that guide our work and foster a healthy workforce. The Department encourages, promotes, and strives to provide a healthy workplace that values and enhances the health and well-being of all employees by implementing a workplace wellness program.

APPLICABILITY: HR Bulletin #263 applies to all Department bureaus, organizations, and other components. These organizations shall establish and maintain employee health and wellness programs.

PROCEDURES:

1. The Department and its bureaus and organizations will promote health and wellness by:
 - a. Providing employees with a physical work environment free from recognized hazards,
 - b. Facilitating employees' own efforts to make improvements in their individual fitness, health, and wellness practices,
 - c. Providing a social environment supportive of employee fitness, health, wellness, and safety, and
 - d. Administering education and awareness campaigns.
2. The Office of Human Resources Management shall:
 - a. Maintain the Department's health and wellness policy,
 - b. Chair the Department's Wellness Working Group, and
 - c. Collaborate with other Federal agencies on the topics of fitness, health, and wellness.
3. The heads of Departmental bureaus and organizations shall:
 - a. Identify the resources required to support fitness, health, and wellness programs within their organizations,
 - b. Designate an organizational Wellness Coordinator and support their participation on Department, bureau, and organization committees, as well as actively and visibly support the wellness policy,
 - c. Ensure appropriate budgets for the wellness program, and
 - d. Encourage employee participation in Department, bureau, and organizational fitness, health, and wellness activities.
4. The bureau or organization Wellness Coordinator shall:
 - a. Develop and implement a wellness program that follows the program elements in this HR Bulletin,
 - b. Measure the effectiveness of the program, and
 - c. Participate in the Department Wellness Working Group.
5. Managers and supervisors shall support their organization's wellness policies and programs.
6. Employees are encouraged to participate in programs made available to them.

PROGRAM ELEMENTS: OPM requires the following five elements to be included in a wellness program.

1. Health Education

This component includes the health education opportunities offered to employees by the Department, bureaus, and organizations.

- a. Make fitness, health, and wellness information easily accessible to employees in a variety of formats
- b. Increase the participation in immunizations (particularly seasonal immunizations)

2. Supportive Social and Safe Physical Environments

This component includes immunizations, health fairs, ergonomics, job-related safety and health training, automated external defibrillator (AED) and cardiopulmonary resuscitation (CPR) training, physical activity opportunities such as fitness center membership, locker room and bike-rack users, healthy foods in cafeterias/vending machines, lactation rooms, and tobacco-free programs.

- a. Develop job-related safety and health training as a risk curtailment measure to minimize injuries to staff. Bureaus and organizations are to develop and conduct this training for the following training levels:
 - 1. Technical and/or field positions
 - 2. Office positions
 - 3. Managers and supervisors
 - 4. Senior management
- b. Establish a Department-wide ergonomics policy that creates guidelines for bureaus and organizations to develop ergonomics programs

3. Integration of Worksite Wellness Program into Organizational Structure

This component includes developing Department-wide programs within the organization's structure and encompasses policy, budget, communications/marketing, training (for all levels), and wellness program staffing.

- a. Develop a broad Department-wide policy that outlines roles and responsibilities for senior leadership, managers/supervisors, and employees.
- b. Create task forces to develop Department-wide wellness-related policy, budget, communication/marketing, and training programs.

4. Screenings

This component includes the health screenings offered to employees.

- a. Establish requirements to conduct a minimum of one health screening annually. Screenings offered must include a minimum of three of the following:
 - 1. Blood Pressure
 - 2. Cholesterol
 - 3. Diabetes

4. Body Mass Index
 5. Health Risk Appraisal or Assessment
 6. Osteoporosis
 7. Vision
- b. Establish quarterly wellness briefings to senior leadership
 - c. Establish multiple screening sites throughout work locations as necessary
5. Linkages

This component focuses on the links to related health and benefits' programs.

- a. Inform and encourage employees to participate in programs such as Federal employee health benefits, building or local fitness centers, the Thrift Savings Plan, flexible spending accounts, the Employee Assistance Program, flexible schedules, and telework
- b. Conduct blood drives
- c. Inform employees of local safety concerns and problem areas through activities such as distribution of flyers and personal safety training classes

REVIEW AND ASSESSMENT: The Department completes the annual OPM WellCheck Survey and uses the results to assess its wellness programs. The Department also uses survey response programs to evaluate participation in the Wellness Program.

REFERENCES: OPM Memorandum, July 14, 2009, "Federal Agency Health and Wellness Reporting Requirements"; OMB Memorandum, June 8, 2010, FY 2012 "Budget Guidance"; OPM Memorandum July 15, 2010, "Wellness Submissions and Employee Viewpoint Survey Follow-Up"; Health services for Federal employees are authorized by Title 5, U.S. Code, Section 7901; Executive Order 13266 of June 20, 2002 "Activities To Promote Personal Fitness"; Executive Order 13058—"Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace," August 9, 1997; Executive Order 12564--Drug-free Federal workplace, September 15, 1986; OPM Memorandum, June 17, 2015, "Evaluating Worksite Health & Wellness Programs"

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