



LEWIS AND CLARK COUNTY POLICY

Subject: Wellness Program	Policy No: 1.2.15
Approved:	Effective Date: Aug. 1, 2015 Revised Date: 05/31/17

I. Policy Statement

Lewis and Clark County recognize that a well-developed, integrated and coordinated wellness program can significantly contribute to the health and well-being of County employees. To encourage and facilitate this program, the County Human Resource Department is responsible for the administration of the County Employee Wellness Program. Under the direction of the Wellness Coordinator designated by the Human Resource Director, the program will include the following.

II. Applicability

All Lewis and Clark County employees.

III. Definitions

None.

IV. Directives

A. Wellness Screenings

1. Health screenings will be offered at least once per year. The County Human Resource Director will review the vendor used to administer the screening process, the frequency in which the screenings are offered, the health data measured, and any incentives tied to participation or results on an annual basis. Recommended changes made regarding the screening vendor, screening criteria, or incentives dependent on participation and results will be authorized by the CAO and coordinated by the designated Human Resource staff member. Data gathered through the screening process is subject to HIPAA rules and regulations

B. Health and Nutrition Trainings

1. Education and training on a variety of wellness topics will be offered to employees throughout the year. When possible, elected official/department directors will allow flexibility in employee work schedules to attend the classes.

C. Physical Activity Opportunities

1. Lewis and Clark County recognizes that aerobic exercise and other health improvement activities can be a significant factor in preventing or delaying the onset of disease. The County also recognizes that studies show that the benefits generated by aerobic activity increases employee productivity and reduces sick leave use.
2. The County supports opportunities for physical activity during the work day. When feasible, elected official/department directors will allow employees scheduling flexibility to integrate physical activity into the work day. The time for this activity will be determined by agreement between the employee and the immediate supervisor so that these activities do not interfere with work requirements. Employees working less than their regular work hours in a week due to participation in physical activity will be required to use vacation or compensatory time.
3. Lewis and Clark County also encourages opportunity for employees to attend education classes on the benefits of physical activity and exercise instruction when offered. The time for these activities will also be established by agreement between the employee and the immediate supervisor so that these activities do not interfere with work requirements. Employees working less than their regular work hours in a week due to participation in physical activity education classes will be required to use vacation or compensatory time.
4. The County Wellness Coordinator will develop informational materials and notices including but not limited to:
 - a. Encouraging employees to use stairs in place of elevators when possible.
 - b. Supporting the formation of walking groups that employees can participate in during work breaks or after work hours.
 - c. Developing materials explaining the benefits of walking, the location of walking paths, and pedestrian safety.
 - d. Encouraging the use of bicycles to get to and from the work place and develop a support system for these efforts by making secure space available for bicycle storage.
 - e. Developing materials on the topics of bicycle safety and safe bicycle routes.

D. Tobacco-Free Worksite Provisions

1. Lewis and Clark County is dedicated to providing a healthy and productive work environment; and, therefore supports a smoke-free environment. The County complies with the Montana Clean Indoor Air Act (CIAA) and provides resources for employees and family members interested in quitting both smoking and smokeless tobacco.

2. Lewis and Clark County complies with the Montana CIAA by requiring all County buildings, workspaces, and public places to be smoke-free. Notices of the smoke-free zone will be posted outside each public entrance.
3. Lewis and Clark County provides coverage for tobacco cessation treatments prescribed by a health care provider for participants and dependents 18 or older enrolled in the Health Benefits Plan.
4. The County offers financial support for employees for the purchase of over-the-counter tobacco cessation products through the Tobacco Cessation Reimbursement Benefit.
5. The County also offers tobacco cessation programs at no cost to the employee.

E. Support For Breastfeeding Employees

1. Lewis and Clark County recognizes the well-documented health advantages of breastfeeding for infants and mothers. Furthermore, the County understands its responsibility to comply with the requirements of 50-19-501 MCA, Nursing Mother and Infant Protection and 39-2-215 MCA, Public Employer Policy On Support of Women and Breastfeeding.
2. In order to accommodate the needs of breast-feeding mothers, the County will ensure that affected employees are provided with adequate facilities for breastfeeding or the expression of milk for their children by following procedures:
 - a. Provide sufficient time for breastfeeding employees to breastfeed or express milk during scheduled work hours. For time that may be needed beyond the usual break times, employees may use personal leave or extend their regular scheduled work day if this option is negotiated with their supervisor.
 - b. Provide a private and sanitary room with an electrical outlet and a sink with running water for washing hands and rinsing out breast pump parts room. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk may be stored in general refrigerators in break areas accessible to employees; or, in designated refrigerators provided in the lactation room; or in an employee's personal cooler.
 - c. Identify prenatal and postpartum breastfeeding classes and informational materials.
 - d. Provide supervisors and managers with information about the County's lactation support program and requirements for ensuring that breastfeeding mothers can meet their infant feeding goals.
 - e. Employees who wish to express milk while at work will observe the following guidelines:
 - i. Notify supervisors and managers of requirements as soon as possible so that they can make appropriate space available to accommodate employees without disrupting work.
 - ii. Maintain areas used for the expression of breast milk.
 - iii. Label all milk expressed with their name and date collected so it is not confused with another employee's expressed milk. Each employee is responsible for

proper storage of her milk in either a County-provided or personal storage cooler.

- iv. Use break time to express milk whenever possible.
- v. Use a sign-in log sheet to coordinate usage when more than one breastfeeding employee needs to use the room designated for milk expression.

V. Closing

Provisions of this policy will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the Human Resource Department.

VI. References

None

VII. Attachments

None