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# Introduction

Everyday, Texans face the risks of chronic disease. State employees are not immune to these risks. The risk of heart disease, high blood pressure, osteoporosis, diabetes, and some cancers can all be reduced by incorporating physical activity, good nutrition, and stress reduction into our daily lives. As one of the largest employers in Texas, the state government recognizes that employers can and should help their employees in making healthy lifestyle choices

In 1983, the Texas Legislature passed the State Employees Health, Fitness and Education Act which allows state agencies to establish wellness programs in their agency. This guide will aid those agencies who are interested in offering employee assistance and wellness programs in planning, implementing and improving their programs.

Employee Assistance Programs (EAP) have become extremely popular and necessary to address issues relating to substance abuse, mental/emotional health, family or other personal problems impacting employees and their family members. The Texas State Personnel Administrators' Association has developed a guide for implementing an EAP in a state agency. Agencies must retain in its files the documentation that shows their statutory authority for its employee assistance program, how the program is constitutional and the services provided under the program. If the State Employees Health Fitness and Education Act is cited as the statutory authority for the employee assistance program, the plan must be reviewed and approved by the Texas Department Health before the expenditure of public funds.

The following pages will provide a model employee assistance and wellness program plan, and samples of essential materials for developing an effective program. In addition to the guidance in this booklet, the Cardiovascular Health and Wellness Staff are available to provide technical assistance at each step in developing an employee assistance and wellness program.

For more information about resources provided by the Cardiovascular Health and Wellness Program, give us a call at (512) 458-7670 or find our website at [www.tdh.state.tx.us/wellness](http://www.tdh.state.tx.us/wellness)

# Chapter 1

## Enabling Legislation and Rules

Enabling legislation was passed in 1983 which allows state agencies the opportunity to use available public funds and their facilities to develop and implement employee wellness programs. Subsequent legislation amended the bill requiring state agencies desiring to develop a program to develop and submit a plan to the Texas Department of Health for review and approval before activities were to occur.

An additional executive order also required any agency desiring to use public funds or facility modifications for the employee wellness program to submit a plan to the Texas Department of Health for review and approval. Rules for the development of the plan were also devised and are used for the review process. Later, that executive order was repealed by another executive order which now requires approval from the Governor's Office of Budget and Planning for plans that include the expenditure of public funds.

Today, all the requirements have been codified into one document, the Vernon Texas Statutes and Codes Annotated, Government Code, Title 6, Public Offices and Employees, Subtitle B State Offices and Employees, Chapter 664, State Employee Health Fitness and Education.

There is no enabling legislation referring to state agency use of public funds for an Employee Assistance Program. However, mental health is important to the overall health and fitness of an individual, so many agencies may reference the State Employee Health Fitness and Education Act when developing their EAP. If the State Employees Health Fitness and Education Act is cited as the statutory authority for the employee assistance program, the plan must be reviewed and approved by the Texas Department Health before the expenditure of public funds. Otherwise, agencies must retain in its files the documentation that shows their statutory authority for its employee assistance program, how the program is constitutional and the services provided under the program.

## Chapter 664. State Employees Health Fitness and Education

### § 664.001. Short Title

This chapter may be cited as the State Employees Health Fitness and Education Act of 1983.

Added by Acts 1993, 73<sup>rd</sup> Leg., ch. 268, § 1, eff. Sept. 1, 1993

### § 664.002. Findings and Purpose

Effective state administration is materially enhanced by programs designed to encourage and create a condition of health fitness in state administrators and employees and public money spent for these programs serves important public purposes, including:

- (1) an understanding and diminution of the risk factors associated with society's most debilitating diseases;
- (2) the development of greater work productivity and capacity;
- (3) a reduction in absenteeism;
- (4) a reduction of health insurance costs; and
- (5) an increase in the general level of fitness.

Added by Acts 1993, 73<sup>rd</sup> Leg., ch. 268, § 1, eff. Sept. 1, 1993

### § 664.003. Definition

In this chapter, "state agency" means a department, institution, commission, or other agency of the state.

Added by Acts 1993, 73<sup>rd</sup> Leg., ch. 268, § 1, eff. Sept. 1, 1993

### § 664.004. Funds and Facilities for Health Fitness Programs

- (a) A state agency may use available public funds for:
  - (1) health fitness education and activities; or
  - (2) other costs related to health fitness.

- (b) A state agency may use available facilities for health fitness programs.

Added by Acts 1993, 73<sup>rd</sup> Leg., ch. 268, § 1, eff. Sept. 1, 1993

**§ 664.005. Agreements With Other State, Local, or Federal Agencies**

A state agency may, and is encouraged to, enter into an agreement with another state agency, including a state-supported college or university, or with a local or federal department, institution, commission, or agency, to present, join in presenting, or participate jointly in health fitness education or activity programs for the state agency's administrators and employees.

Added by Acts 1993, 73<sup>rd</sup> Leg., ch. 268, § 1, eff. Sept. 1, 1993

**§ 664.006. Plans; Approval**

Before implementing a health fitness program, a state agency must:

- (1) develop a plan that addresses the purpose, nature, duration, costs, participants in, and expected results of the program; and
- (2) obtain written approval of the plan from:
  - (a) the Texas Department of Health; and
  - (b) if implementing the program requires the expenditure of public money, the governor or the governor's designated representative.

Added by Acts 1993, 73<sup>rd</sup> Leg., ch. 268, § 1, eff. Sept. 1, 1993

# Executive Order GWB 00-3

## EXECUTIVE ORDER

THE STATE OF TEXAS  
EXECUTIVE DEPARTMENT  
OFFICE OF THE GOVERNOR  
AUSTIN, TEXAS  
EXECUTIVE ORDER  
GWB 00-3

### RELATING TO THE REVIEW OF STATE AGENCY HEALTH AND FITNESS PROGRAMS AND REPEALING EXECUTIVE ORDER WPC-89-10

WHEREAS, the Legislature of the State of Texas has heretofore enacted the State Employees Health and Fitness Education Act of 1983, codified at Government Code Chapter 664, requiring that each state agency health fitness and education plan be approved in writing by the Texas Department of Health and that any plan or program that requires the expenditure of public funds also be approved by the governor or the governor's designated representative; and

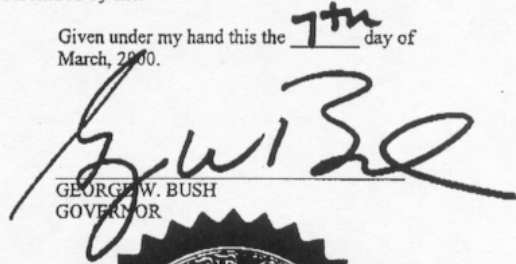
WHEREAS, Executive Order WPC-89-10 designates the commissioner of health, or the commissioner's designee, as the governor's representative for approving state agency health fitness and education programs that require the expenditure of public funds;

NOW, THEREFORE, I, GEORGE W. BUSH, GOVERNOR OF THE STATE OF TEXAS, under authority vested in me, do hereby revoke, rescind, and repeal Executive Order WPC-89-10; and

FURTHER, I hereby advise each agency of the State of Texas that prior to the implementation of an employee health fitness and education plan that requires the expenditure of public funds, approval must be obtained from the Governor's Office of Budget and Planning in accordance with Government Code Section 664.006(2)(B).


This Executive Order shall be effective immediately and shall remain in full force and effect until modified, amended or rescinded by me.

Given under my hand this the 7<sup>th</sup> day of March, 2000.



GEORGE W. BUSH  
GOVERNOR

ATTEST:

  
ELTON BOMER  
Secretary of state

Filed in the Office of  
Secretary of State

MAR -7 2000

Statutory Filings Division  
Statutory Documents



## Rules and Procedures for Plan Development

Authority: The provisions of §1.61 and §1.62 issued under Texas Administrative Code, Title 25 Health Services, Part 1 Texas Department of Health, Chapter 1 Board of Health and Subchapter D State Employee Health Fitness and Education Programs.

### § 1.61. Introduction

(a) Definitions. The following words and terms, when used in these sections, shall have the following meanings unless the context clearly indicates otherwise.

- (1) Act—The State Employees Health Fitness and Education Act, Texas Civil Statutes, Article 6252-27, as amended by Senate Bill 545, June 1989.
- (2) Cost—A method of sharing expenditures between one or more sharing organizations and their employees.
- (3) Employees—The classified and unclassified staff of a state organization.
- (4) Facilities—Buildings and their fixtures, sidewalks, activity areas, parking lots, and other property improvements, owned or operated by a state organization.
- (5) Health fitness—A condition of physical and mental well-being.
- (6) Health risk factors—Characteristics, identified through epidemiologic studies, which may influence the development of various diseases within individuals.
- (7) Organization—A state department, institution, commission, or agency affected by the Act.
- (8) Plan—The description of an organization's health fitness program which addresses the participants, purpose, nature, duration, costs, and expected results of the program.
- (9) Program—The activities described in an organization's plan for implementing the Act.



(b) Program overview and authorization.

(1) Overview A brief overview of the organization's program will be given which generally describes its purpose. An example is as follows: The (name of organization) employee health fitness and education program is a voluntary program of structured activities for its administrators and employees designed to result in an increase in the general level of their health fitness.

(2) Authorization.

(A) This program is authorized by the State Employees Health Fitness and Education Act of 1983, Texas Civil Statutes, Article 6252-27, as amended by Senate Bill 545, 71st Legislature, Regular Session.

(B) Executive Order AC-89-10, dated July 21, 1989, designates the commissioner of health as the governor's representative for approving state agency health fitness and education programs and authorizes the department to adopt rules concerning the programs which require the expenditure of public funds.

(C) Agencies which have approved plans under the Governor's Commission on Physical Fitness are not required to resubmit plans to the Texas Department of Health.

(c) Program categories. Most programs will be targeted to one or more of the levels shown as follows. The program plan will identify activities to be conducted under the appropriate level(s).

(1) Awareness An awareness program increases the employees' level of awareness or interest in the topic of the program. Such programs often result in increased knowledge about healthy behavior and can be effective morale boosters and ways to publicize the program to a large number of employees. These types of activities are also an inexpensive way to begin the program. Examples include newsletters, posters, health fairs, one-time education classes, brown bag seminars, and health screening without ongoing follow-up.

(2) Lifestyle change Lifestyle change programs are intended to change the health behavior of the employee. Health education or behavior modification are two common methods used. Such programs should continue at least eight to 12 weeks if they are to have any long-term impact. Examples include ongoing fitness classes, regular meetings of weight loss groups, or extended stress management education.

(3) Supportive environment A supportive environment program is intended to create within the worksite an environment that encourages healthy lifestyles. The major elements of that environment are the physical setting, departmental policies and culture, ongoing programs and structure, and employee involvement in programs.

(d) Program objectives.

(1) Primary goal The primary goal of each organization's program will be stated. The goal might include management goals of reducing health care costs or improving morale, or health goals such as reducing the incidence of heart attacks or back injuries. Bear in mind that if the program goal is to reduce health care costs or absenteeism, significant amounts of effort over at least five years will be necessary.

(2) Objectives The organization's plan will include measurable objectives which allow the program to accomplish its goal. Objectives in one or both of two categories, process or impact, will be included.

(A) Process objectives state what the program will do in measurable terms, such as "Recruit 50% of the employees to participate in a health screening /health fair in 1990."

(B) Impact objectives state what the program expects to happen as a result of its activities, such as “Increase by 5.0% the number of employees who participate in aerobic exercise at least two times/week.”

(3) Evidence Evidence that employees’ needs and interests have been considered in planning program objectives will be included.

Source: The provisions of this §1.61 adopted to be effective January 2, 1990, 14 TexReg 6649.

## § 1.62. Administration

(a) Administration overview.

(1) The basic policies as outlined in the provisions in these sections will be used in developing each organization’s employee health fitness program plan.

(2) Each organization’s policies and procedures such as travel regulations and personnel policies will be considered in conjunction with the provisions in these sections in the development of program plans.

(b) Eligibility requirements.

(1) All administrators and employees (full-time and part-time) will be eligible for voluntary participation in program activities.

(2) Spouses and other immediate family members of administrators and employees are encouraged to participate in selected program activities, as determined by an organization’s chief executive officer or his/her designee so long as:

(A) each family member pays directly to a service provider any individual costs charged for such participation; and

(B) such participation by family members will not preclude participation in the program activity by other interested employees.

(c) Use of facilities.

- (1) The Act provides for the use of available facilities for health fitness programs. Examples of such facilities might include conference or meeting rooms, auditoriums, showers, lockers, and outdoor areas suitable for instruction or fitness activities. All facilities available for use in any organization's health fitness program must primarily be or have been required by that organization in carrying out its normal duties and responsibilities. Only secondarily shall such facilities be used in conjunction with an organization's health fitness plan. No new buildings or rooms may be built with money available under this Act.
- (2) Where considered appropriate by the organization, it may expend available public funds related to the cost of facilities modification. However, facilities may not be modified so as to make them suitable solely for use in an organization's health fitness program unless such facilities were originally needed by the organization in carrying out its normal duties and responsibilities but are no longer suitable for use as originally planned. If funds will be used for such modifications, the specific costs and expected benefits must be clearly stated in the plan.

(d) Providers of instruction/services. An organization with an approved employee health fitness plan may contract with qualified providers of instruction and services related to their program. Such providers might include local, state, or federal agencies; hospital, medical care professionals; health educators; nutritionists; dietitians; exercise physiologists; community organizations; consultants; or other individuals or group with expertise in the health fitness area. Qualified personnel within an organization may serve as health fitness instructors and activity leaders, when appropriate, and training may be provided for these staff members to prepare them for such assignments. However, payment other than regular salary and benefits to an organization's staff instructor will not be allowed if such instruction is a duty assignment of that person or if the instruction is offered during that employee's normal working hours.

(e) Program content.

- (1) Many organizations' employee health fitness efforts will consist of both formal activities which will be addressed in their program plan, and informal activities which need not be addressed in the plan. Some activities will have costs involved while others will not and some will be conducted during normal working hours

while others will not.

- (2) Informal program activities need not be addressed in the plan. Such activities might consist of one or more of the type activities listed in the formal/program content description in these sections (e.g., intramural sports or various types of employee club activities). Generally, informal health fitness activities have been coordinated by employees with a special interest in some aspect of health fitness but not necessarily as part of an organization's formal employee health fitness program. Since the Act is the first authorization for state organizations to use available public funds for health fitness related costs, any health fitness activity conducted by an organization prior to the Act's passage must have been at no cost to the state or conducted under other authority such as the State Employees Training Act of 1969.
- (3) The purpose of the Act and of the provisions in these sections is not to limit the freedom of employees in any organization to continue, on an informal basis, personal health fitness activities either individually or in cooperation with others.
- (4) If vigorous physical activity is part of an organization's program plan, all employees who wish to participate must first complete a physical fitness readiness questionnaire. This questionnaire will help determine which employees require consultation with a physician before beginning such vigorous activity. Further, all employees participating in such vigorous physical activity must have signed a statement of informed consent. Copies of this very brief questionnaire and examples of informed consent forms are available from the Public Health Promotion Division of the Texas Department of Health, 1100 West 49th Street, Austin, Texas 78756.

(f) Program costs.

- (1) The Act provides an organization with the authority to use available public funds for health fitness education and activities, and other health fitness related costs. This does not mean additional funds but rather the use of existing monies which can be made available for such programs. Many organizations will have in their existing budget structure categories such as training and professional services under which expenditures associated with certain aspects of their health fitness programs may fall.

- (2) It is not always possible to identify, at any point in time, all the activities which may be appropriate in conducting a successful employee health fitness program. However, monies from existing organization funds can be identified for implementing such a program in general. Some organizations, because of their size availability of funds and other resources, and the extent to which they have developed their program plans, will be able to identify specific program costs. If such proposed expenditures are deemed appropriate by the organization's chief executive in carrying out his/her organization's health fitness program in accordance with the provisions in these sections, then they are to be reflected in that organization's program plan.
- (3) While the Act requires that each organization's plan address costs involved, a portion of those costs may have to be estimated. However, to the extent possible activity costs will be reflected. Costs for facility modification must always be stated specifically.
- (4) The total costs of such programs and the ability of an organization to bear these costs is best determined by the organization's chief executive.
- (5) In addition to allowable program expenditures thus far addressed in the provisions in these sections associated with facilities, providers of instruction, and program content, additional program costs may be allowed for the following.
  - (A) Equipment and supplies which are needed for carrying out an organization's health fitness and education program will be itemized in the organization's program plan.
  - (B) Training costs are allowed which could include having staff members trained as leaders or instructors of health /fitness education activities. Registration fees and travel/per diem expenses shall be allowed for this type training under authority of the State Employees Training Act of 1969.
  - (C) Incentives and awards may be provided for employees who participate in an organization's health fitness program. Such incentives are strongly encouraged under Executive Order WPC-89-10. Examples of such incentives and awards might include award ribbons, certificates, t-shirts,

and other low-cost items of recognition.

- (6) Program expenditures will not be allowed for:
  - (A) paying for employee memberships in health clubs;
  - (B) instruction and activities not directly related to improving the health and fitness of an organization's employees;
  - (C) paying the registration fees for an organization's employees to enter teams in sports leagues;
  - (D) buying uniforms or other wearing apparel for an organization's sports teams;
  - (E) sponsoring activities which are not open to both sexes;
  - (F) treatment services covered under the state employees health insurance program such as physical therapy or treatment by a physician for hypertension or diabetes;
  - (G) routine annual physicals which are not specific fitness screenings or health risk evaluations; and
  - (H) any employee medical costs.
- (7) The concept of cost sharing has been found to result in a high degree of commitment by those sharing in the cost. An organization may choose to cover 100% of the costs of certain program activities, to share the costs of some activities with participating employees, or to have employees pay 100% of the costs associated with certain program activities. Plans for cost sharing will be stated in the plan. Programs which match public funds with other funds will be given preference for approval.
- (g) Program scheduling.
  - (1) Program activities may be scheduled before, during, between, or after normal working hours as deemed appropriate by each organization's chief executive. Generally speaking, activities which are conducted over an extended period of time should be offered at times other than normal hours.

- (2) Scheduling will be done in a manner to avoid interference with the normal work of the organization or interference with public access to services and facilities of the organization.
- (h) Program coordination.
- (1) A successful employee health fitness program will require appropriate planning, coordination, and implementation. An organization wishing to have such a program will designate an employee health fitness coordinator who would devote some on-duty time to the effort. It is unlikely that a successful program can be administered on a strictly volunteer basis after working hours.
  - (2) The Act, §5, allows and encourages state organizations to enter into agreements with one another as well as local or federal organizations including state supported colleges or universities in presenting, joining in presenting, or participating jointly in health fitness education or fitness activity programs for its administrators and employees. Such cooperation will be particularly useful where several agencies are located in the same building, or when regional offices of several agencies are located in the same town.
- (i) Expected results.
- (1) The expected results of an organization's program will be stated as measurable objectives. Objectives may be process (what you will do) or impact (what you expect to happen as a result of your activities). Examples of measurable objectives are given as follows:
    - (A) process objective—recruit 50% of employees to participate in a health screening /health fair;
    - (B) impact objective—increase by 50% the number of employees who know their blood pressure and cholesterol level; and
    - (C) impact objective—increase by 50% the number of employees who participate in aerobic exercise at least two times per week.



(j) Evaluation.

- (1) The final section of a program plan will address program evaluation. Plans for evaluating the program will be made when the program objectives are set. Sophisticated, controlled studies and evaluations are unlikely to be appropriate for most agencies, unless a comprehensive and relatively expensive program is being undertaken.
- (2) Measures are to be selected which allow the agency to determine if its objectives were met. Assessment of employee needs/interests/health risks before offering a program will allow for development of a baseline against which future measurements can be compared. Determination of the number and types of employees who participate in programs, the skills or knowledge gained as a result of participation, and other simple techniques are encouraged.

(k) Plan submittal.

- (1) The Act, §6, requires each organization desiring to implement a health fitness program to develop a plan prior to such implementation which shall address the participants, purpose, nature, duration, costs, and expected results of such program. The plan will be reviewed by the Public Health Promotion Division of the Texas Department of Health for its conformity with the Act and the provisions in these sections. The program plan will then be forwarded to the commissioner of health for final approval.
- (2) Subsequent program plans can and are to be submitted whenever an organization significantly changes the manner in which it plans to conduct its program or whenever it wishes to undertake facilities modification not previously approved.
- (3) The purpose of requiring program plans is not to hold organizations to rigidly following the original plan it develops, when modifications may well be warranted; rather, it is to make sure that those organizations desiring to implement an employee health fitness program have given due consideration to the types of activities which can be offered, the cost of such activities, and the benefits to be gained.

- (4) The following review checklist will be used by the Texas Department of Health to determine the extent to which the plan meets the requirements stated in the provisions in these sections. The Public Health Promotion Division will offer assistance to any agency in preparing its plan or revising it to meet these criteria.

# Chapter 2

## Employee Assistance and Wellness Plan Checklist

This checklist will provide a useful tool for plan writers to test their plan for clarity and thoroughness. It is the same checklist that will be used by the TDH Central Office Wellness Coordinator to evaluate state agency plans when they are submitted. It is also a useful tool for any entity to ensure they have written a well-rounded plan which will address all foreseeable needs and requirements for implementing an effective wellness plan.

All state agencies that wish to implement a wellness program must submit their program plan to the TDH Central Office Wellness Coordinator for approval. A copy of the wellness plan should be mailed to:

Wellness Coordinator  
Cardiovascular Health and Wellness Program  
Texas Department of Health  
1100 West 49<sup>th</sup> Street  
Austin, TX 78756

Upon approval of the state agency's plan a letter will be sent to the agency to confirm that their plan was approved, then a copy of the approved plan will be kept on file in the Cardiovascular Health and Wellness Program Central Office. If the plan requires the expenditure of public funds, the Cardiovascular Health and Wellness Program will forward a copy of the plan to the Governor's Office of Budget and Planning for approval. Once a plan has been approved, an updated copy of the plan must be sent to the TDH Central Office Wellness Coordinator when any significant changes are made to the program.

If additional information is required before the state agency plan can be approved, the plan will be returned to the agency with a letter outlining the information that needs to be explained or clarified. After updating the plan, the agency will return the plan to the TDH Central Office Wellness Coordinator to be reevaluated.

For additional information about submitting a state agency wellness plan call the Cardiovascular Health and Wellness Program at (512) 458-7670.

# Texas Department of Health Review Checklist

## State Employee Health Fitness Program Plans

The following review checklist will be used by the Texas Department of Health to determine the extent to which the plan meets the requirements stated in the provisions in Title 25. Health Services, 25 TAC Sections 1.161 and 1.162. The Wellness Coordinator in the Bureau of Chronic Disease will offer assistance to any agency in preparing its plan or revising it to meet these criteria.

- |  |  |
|--|--|
| <p>1. Program Definition &amp; Authorization</p> <p>a. Description of program purpose Y N</p> <p>b. Reference to enabling law Y N</p> <p>2. Program Objectives</p> <p>a. Primary goal stated Y N</p> <p>b. Measurable objectives stated Y N</p> <p>3. Eligibility Requirements</p> <p>a. All employees eligible for voluntary participation Y N</p> <p>b. Family members eligible if:</p> <p>* CEO approves Y N</p> <p>* They pay for their own participation Y N</p> <p>* Doesn't preclude employee's participation Y N</p> <p>4. Use of Facilities</p> <p>a. Facilities described Y N</p> <p>b. Facilities primary function Y N</p> <p>c. No new building/rooms Y N</p> <p>d. Facility modification consistent with agency functions Y N</p> <p>5. Providers of Instruction/Services</p> <p>a. Providers qualifications described Y N</p> <p>b. Fitness providers meet qualifications outlined in these sections Y N</p> <p>c. For staff instructors, clarification of instruction to duty assignment Y N</p> <p>6. Program Content</p> <p>a. Formal activities relate to program objectives and purposes Y N</p> <p>b. Formal activities listed under</p> <p>* Awareness Y N</p> <p>* Lifestyle Change Y N</p> <p>* Supportive Environment Y N</p> <p>c. Employee screening prior to participation in exercise activities _____ Y N</p> | <p>d. All participants in exercise activities must sign informed consent _____ Y N</p> <p>7. Program Costs</p> <p>a. Statement: only existing monies used Y N</p> <p>b. Costs stated generally or specifically Y N</p> <p>c. Costs allowed for:</p> <p>* facilities modification Y N</p> <p>* providers of instruction/services Y N</p> <p>* awareness activities Y N</p> <p>* lifestyle change activities Y N</p> <p>* supportive environment activities Y N</p> <p>* equipment/supplies Y N</p> <p>* staff instructor training Y N</p> <p>* incentives/awards Y N</p> <p>d. Non-allowable Costs included:</p> <p>* memberships in health clubs Y N</p> <p>* instruction/activities not directly related to health fitness Y N</p> <p>* sports leagues/team registration Y N</p> <p>* activities not open to both sexes Y N</p> <p>* medical treatment services Y N</p> <p>e. If cost sharing is included, the plan is described Y N</p> <p>8. Program Scheduling</p> <p>a. Statement of Schedule Y N</p> <p>9. Program Coordination</p> <p>a. Agency coordinator designated Y N</p> <p>b. Evidence of attempts at interagency co.Y N</p> <p>10. Expected Results</p> <p>a. Statement of expected results Y N</p> <p>b. Expected results conform to pro.obj. Y N</p> <p>c. Evaluation methods described which are appropriate to stated program objective Y N</p> |
|--|--|

Source: The provisions of this §1.62 adopted to be effective January 2, 1990, 14 Tex Reg 6649

# Chapter 3

## Sample Plan: Texas

### Department of Health

#### Program Definition and Authorization

In accordance with the State Employees Health Fitness and Education Act of 1983, Texas Civil Statutes, Article 6252-27, as amended, and TDH Executive Order XO-1004, Employee Wellness Program Policy, the Texas Department of Health has developed the TDH Employee Assistance Program (EAP) and Wellness Program. This voluntary program of formal and informal activities is designed to improve the health and well-being of all departmental employees and reduce or eliminate personal problems affecting employee health and work productivity.

The following plan will act as a model for the regional offices and other state agencies who are charged to develop their own wellness plan. After development of a wellness plan, it is to be submitted to the Wellness Coordinator at the Cardiovascular Health and Wellness Program, Central Office for review and approval.

#### Program Objectives

##### Primary Goal

The TDH Employee Assistance and Wellness Program will strive to increase the well-being and productivity of all departmental employees, through the enhancement of all aspects of health. The program seeks to increase awareness of positive health behaviors, to motivate employees to voluntarily adopt healthier behaviors and to provide opportunities and a supportive environment to foster positive lifestyle changes.

**Measurable Outcome/Impact Objectives for FY 2000/2001**

The following objectives reflect activities for the TDH Central Office Wellness Program. They can be used as a generic model for TDH regions and state agencies when developing their wellness plan. These objectives are written to relate to the various categories of wellness activities that can be offered through this wellness plan. Each region and state agency should submit their own specific, measurable objectives that relate to their plan, and the needs of their employees.

**Wellness Program Objectives for FY 2000 - 2001**

By the end of FY 2001, 85% of TDH employees returning surveys will report they are aware that the Wellness Program is available at TDH.

By the end of FY 2001, 80% of employees returning surveys will report they are aware that the Employee Assistance Program is available at TDH.

By the end of FY 2001, 80% of employees returning surveys will report that having the Wellness Program available contributes to a more positive work climate.

By the end of FY 2001, 80% of employees returning surveys will report that having the Employee Assistance Program available contributes to a more positive work climate.

By the end of FY 2001, 50% of employees returning surveys will report that they have participated in at least one wellness activity.

By the end of FY 2001, at least 75% of employees who have participated in "Awareness" activities will report that the activities increase their knowledge about healthy lifestyle behaviors.

By the end of FY 2001, at least 50% of employees who have participated in "Awareness" activities will report that the activities increase their motivation to adopt healthy lifestyle behaviors.

By the end of FY 2001, at least 50% of employees who regularly participated in "Lifestyle Change" activities will report that they maintained the activity for at least 3 months.

By the end of FY 2001, at least 70% of TDH employees will report that the Wellness Program is sensitive to the needs and interests of employees.

## **Survey of Employee Needs**

Since January 1994 over 1,500 employees and family members have participated in the wellness program at TDH. Activities have included aerobics, yoga, tai chi, CPR training, weight maintenance and weight loss programs, physical activity incentive programs, educational sessions on numerous health topics, and health screens for blood pressure, cholesterol, glucose and self-reported health risks. A database of participants and an evaluation tool are currently being developed to evaluate the satisfaction with and effectiveness of these activities.

During January 1998 the “TDH Wellness Program Needs Assessments” was distributed to all TDH employees in the Austin area. The survey gathered data on the interest in wellness activities, types of events, topics of interest, and preferred cost and times for activities. This survey indicated strong support for fitness classes and activities, nutrition and weight control programs, team oriented activities, stress management and other mental health topics. The next needs assessment will be conducted in January 2000.

## **Eligibility Requirements**

All employees are eligible for voluntary participation in the wellness activities and the EAP program. Family members are encouraged to participate as long as their participation does not preclude the participation of a TDH employee, they can meet the physical fitness readiness requirements, and they pay for services as required.

## **Use of Facilities**

Wellness program activities will take place in space owned or rented on a long term lease (seven or more years) by the Texas Department of Health for its primary duties. This may include conference rooms and other available indoor and outdoor areas. Some modification to existing facilities has occurred to create a safe exercise room at the Central Campus and Exchange Building. Eventually other modifications may occur, such as remodeling to provide men’s and women’s lockers/showers. Modifications to existing facilities will not be such as to change the structure of the building/room so that it could only be used for fitness purposes. No new buildings or rooms will be created for wellness program activities.

## **Providers of Instruction**

Providers of instruction or services for the wellness program will include health educators, nutritionists, mental health professionals, certified fitness instructors, qualified yoga instructors, and registered massage therapists. Only persons with accepted degrees or recognized training/certification will be selected. All



providers' qualifications will be reviewed by the Wellness Coordinator to ensure the highest standards are met. All leaders of vigorous exercise will meet all required criteria including current CPR certification, personal liability insurance, and certification from an appropriate fitness instructor certifying agency.

In the case that a TDH employee meets the requirements for becoming a provider of services, that employee will perform those services at no cost if delivered during normal working hours, or may charge a fee if the services are delivered during non-working hours such as lunch or after work. In no case will TDH employees receive compensation for providing services during the time they are being paid by the state.

Staff delivering services for the EAP will have at least a master's degree from an accredited college or university in a behavioral science and be licensed or certified by the appropriate professional groups and state regulating agencies. Exceptions to the master's degree requirement can be made for licensed, accredited, or certified staff in fields requiring a professional training program that do not award academic degrees. Regional offices will maintain the same accountability with regards to the providers of instruction. Contracting of EAP providers for TDH employees is coordinated by Human Resources, through the Workers Assistance Program.

## Program Content

Activities are currently approved and coordinated by the designated Central Office Wellness Coordinator in the Bureau of Chronic Disease and Tobacco Prevention. See the "Program Administration" section for specific responsibilities of the Wellness Coordinator.

The Wellness Program will consist of activities which include awareness, lifestyle change, and supportive environment. Depending on availability of funds and personnel support, the activities in each area will include, but not be limited to:

### Awareness:

- Wellness bulletin boards
- Periodic coverage of activities in "TDH Pulse Monitor"
- One-time events, such as Great American Smokeout and National Employee Health and Fitness Day
- Occasional nutrition education events
- Monthly mental health education sessions conducted by EAP Provider

**Lifestyle change:**

- Low impact aerobics classes
- Use of Fitness Rooms
- Yoga classes
- “Tune-Up” Massages
- Referral to services by EAP

**Supportive Environment:**

- Continued encouragement for cafeteria to offer healthy food options
- Smoke-free environment policy
- Policies and physical facilities that encourage physical activity

All employees who participate in vigorous exercise must complete the Participation in State Agency Fitness Program informed consent form, and the Physical Fitness Readiness Questionnaire before beginning classes. These forms are distributed by, and returned to the Wellness Coordinator or their representative, to be kept on file.

## Program Costs

Previous program costs have included payment for 2 treadmills, multi-station weight machine, blood pressure screening machines, TV/VCR monitors, fans, and facilities modifications. Estimated cost of those items is around \$11,790.00. One time funding was allotted for these purchases through existing monies in the Disease and Injury Prevention, Human Resources and General Services programs. Minimal registration fees for some programs are currently used to cover the cost of certain incentives and other program expenses.

Personnel costs are covered through the use of existing positions, to include a program specialist, nutritionists, health educators and the Wellness Committee (composed of TDH employees). Costs will be allowed for facilities modification, providers of instruction/services, awareness, lifestyle change, supportive environment activities, equipment and supplies, and incentive awards. At this time there are no plans for facilities modifications. However, when such modifications are considered appropriate and approved by the Commissioner, a revised cost plan will be submitted for approval.

Costs will not be allowed for memberships in health clubs, instruction or activities not related to health (mental or physical) and fitness, sports leagues/team registration, activities not open to both sexes, or medical treatment services.

For ongoing lifestyle change activities hosted on-site, such as aerobics, massage therapy or yoga classes, employees will pay all cost associated with the

instruction directly to the instructor. It is possible at some future date that the Department will share these costs as available funds are identified.

Employees will be encouraged to donate or loan exercise equipment such as exercise bicycles, stair stepper machines or weights to be used in the exercise facilities. A waiver will be signed by the employee to release the department from liability should the equipment be damaged. Any TDH Program may also purchase equipment for the fitness rooms out of their existing funds.

Each region, hospital or state agency developing a wellness plan is required to submit an estimated cost of program activities which includes materials, equipment, personnel and instructor fees, as stated above. Costs for facilities modifications must be stated specifically. Activities or modifications are not to be initiated until the plan has been approved by the TDH Central Office Wellness Coordinator.

Cost for the Employee Assistance Program will be determined by low bid each year, and is currently set at \$15.00 per employee paid by the Department. There will be no costs to employees or their immediate families for use of the Employee Assistance services.

## **Program Scheduling**

As described in XO-1004 Employee Wellness Program policy, wellness activities may be scheduled before, during, between or after normal working hours. Activities which are conducted over an extended period of time will be offered during non-working hours such as lunch or after work.

Managers will be strongly encouraged to allow employees to work a flexible schedule in order to provide adequate time to participate in wellness activities. For example, employees could forgo a usual break time and apply that time to lunch, to allow for participation in an aerobics class. Scheduling will be done in a way to avoid interference with the normal work of the Department or public access to services or facilities.

## **Program Coordination**

In accordance with the State Employees Health Fitness and Education Act, a TDH Wellness Committee has been established to direct wellness activities. Representatives are designated from each TDH Bureau, Region, and Hospital by the respective Bureau Chief, Regional Director, or Hospital Administrator. Each Region and Hospital will develop its own wellness committee.

The Wellness Committee conducts monthly facilitated meetings to receive

updates from subcommittees and discuss wellness issues that affect all campuses. Each Austin campus will form a wellness subcommittee to administer wellness activities and facilities at their campus.

The TDH Wellness Committee and campus subcommittees will receive technical assistance from the Wellness Coordinator. Responsibilities of the Wellness Coordinator include providing materials and training to wellness committee and subcommittees on planning, organizing and implementing wellness activities. Other coordination activities of the position will include:

1. Gathering data from all TDH employees by conducting needs assessment and program evaluation surveys, holding focus groups and making use of all other means of employee input. This data will be used to determine needs and interests as well as satisfaction of employees.
2. Recruiting Wellness Committee members and ensuring that all employees are equitably represented. The membership and organization of this committee will depend on situations specific to each location.
3. Providing the materials and technical assistance for the Wellness Committee to coordinate awareness, lifestyle change, and supportive environment activities as indicated by input from TDH employees.
4. Monitoring progress of program participants and evaluating the program's effectiveness in achieving its goals.
5. Working with providers of instruction to insure high-quality, safe activities.
6. Providing feedback to management, the Wellness Committee and employees on the program's achievements and needs.

The Wellness Coordinator will also serve as the agency representative/consultant to outside groups interested in developing a wellness program.

Additional support is received through the use of volunteers and student interns pursuing degrees in health. The student intern should be enrolled in a degree plan that involves health education, nutrition, physical fitness or mental health. Experience in many dimensions of wellness, not just physical fitness, will be required. The Wellness Coordinator will supervise the volunteer or intern and serve as a link between the volunteer/intern and the Department.

Regional offices, hospitals and state agencies are required to designate a Wellness Coordinator at their location when developing their wellness plan. The coordinator will be responsible for the activities and accountability of the program in their region.

Historically, the Department has coordinated activities with other agencies, particularly those geographically close to the central office complex. Coordinated activities include the National Employee Health Fitness Day, access to aerobics and yoga, use of TRC fitness facilities and donation of equipment for those facilities, and joint participation in other events. Those activities and communications will continue. Regional offices are encouraged to seek out other state agencies and coordinate activities with those in their area.

## Expected Results

It is expected that employees will report that the availability of wellness activities contributes to a positive work environment and healthier behavior. Employees who regularly participate in wellness activities will experience noticeable health benefits, better quality of life, will report fewer medical expenses, and will report higher levels of work productivity. Employees who utilize Employee Assistance services will report being satisfied with those services, and that the services were an aid in the elimination or amelioration of personal problems negatively affecting their work performance.

Methods for monitoring and evaluating the programs will include at least the following:

Employee wide survey after 2 years to assess awareness of, participation in, and satisfaction with the program.

Monthly reports of participation in the various lifestyle and awareness activities offered throughout the year.

Monthly reports on types and numbers of programs offered.

Employee focus groups, surveys, and suggestion boxes for obtaining quantitative and qualitative employee input into program activities.

Session evaluation forms will be completed by participants for all educational events. Brief awareness activities such as handing out printed materials would not require such forms.

Employees may complete a health risk appraisal periodically to assess adoption of healthy behaviors.

Evaluation of EAP services will be conducted between the contracted provider and the Human Resources Division.

Measurement of usage of employee sick leave as reported by wellness program participants.

Collection and retention of monthly reports will be handled by the Wellness Coordinator. Development, implementation and summation of the employee evaluation surveys of the program will be coordinated by the Wellness Coordinator and the Wellness Committee. A yearly report will be prepared and disseminated to employees and management.

# Chapter 4

# Employee Wellness

# Program Policy

## TDH Executive Order

Order Number : XO 1004  
Subject: Employee Wellness Program Policy

### Description

The primary goal of the TDH Wellness Program is to improve the health, well-being and productivity of all TDH employees. To that end, we envision a work environment that fosters and maintains individual fitness of both mind and body. The TDH Wellness Program exists to provide continuous encouragement and assistance to employees, through voluntary participation in program activities, in achieving and maintaining a healthier lifestyle through environmental and policy change, wellness education and events provided at the worksite.

TDH has an Employee Wellness Program Plan which has been approved under the guidelines of the State Employee Health Fitness and Education Act of 1983. Expected results from the Wellness Program are changes in pre and post assessments of participation records, health risk appraisal assessments and satisfaction surveys to show a positive increase in attitude and behavior toward a healthy lifestyle

### Wellness Committee

In accordance with the State Employees Health Fitness and Education Act of 1983, a TDH Wellness Committee has been established to direct wellness plan activities. Representatives are designated from each TDH Bureau, Region and Hospital by the respective Bureau Chief, Regional Director and Hospital Director to make up the Statewide TDH Wellness Committee. The central office, regions and hospitals may develop their own wellness committees to determine appropriate activities at those sites.

The Statewide TDH Wellness Committee shall meet at least once a year to determine activities and resources that will support the overall TDH Employee Wellness Program.

Each central office, region or hospital TDH Wellness Committee shall conduct an appropriate number of facilitated meetings to carry out their specific wellness plans for their site. Duties of the wellness committee members can include:

- Determine types of activities to be included in the wellness program;
- Develop, promote and implement wellness activities;
- Form appropriate subcommittees to implement wellness activities;
- Decentralize responsibility for and availability of wellness programs to all TDH locations;
- Determine how agency issues affect the wellness program and make recommendations to agency administration.

The Wellness Committee will perform their duties by abiding by the following action steps:

- Promotion: Encourage employee participation and promote and support wellness activities;
- Liaison: Relay information and concerns between the wellness committee and employees;
- Leadership: Serve as a role model for fellow employees by practicing, to some extent, healthy lifestyle behaviors; motivate and encourage employee/coworkers/volunteers to choose a healthy lifestyle; and participate in wellness committee meetings and events;\
- Active participation: Contribute individual expertise to the committee and



the activities by attending and participating in meetings, activities, and organization of activities and events.

## **Wellness Coordinator(s)**

The Statewide TDH Wellness Committee receives staff support from the Statewide TDH Wellness Program Coordinator. The Statewide TDH Wellness Program Coordinator's primary responsibilities include: organizing and implementing wellness activities suggested by TDH employees and the Statewide TDH Wellness Committee, coordinating review of state agency wellness plans and maintaining communications with other state agency and public/private wellness programs to foster collaborative efforts in worksite wellness activities.

Each region and hospital that determines to have a wellness program shall designate a Wellness Coordinator to oversee their wellness committee and plan. The regional or hospital Wellness Coordinator's responsibilities include organizing and implementing wellness activities suggested by the employees, and maintaining communication with the Statewide TDH Wellness Program Coordinator. Technical support and assistance can be provided by the Statewide TDH Wellness Coordinator or designee.

Subcommittees at the central office, regions or hospitals may be formed to carry out the various activities designated in the TDH Wellness Plan, which includes site specific plans for the central office, regions and hospitals. Subcommittees may be related to activities such as: Lifestyle Change, Awareness, Supportive Environment, Data Gathering, Networking/Dissemination, and Regional.

## **Wellness Activities**

The TDH Wellness Committees plan and implement activities supporting the primary goal of the Wellness Program. These activities are grouped in the following areas:

1. Awareness - including, but not limited to, newsletters, health fairs, one-time seminars, brown bag lunches.
2. Lifestyle Change - including, but not limited to, ongoing fitness classes, weight control group meetings, and extended educational programs.

3. Supportive Environment and Policy Change - including, but not limited to:
  - a. allocating physical space for wellness activities;
  - b. developing policies, procedures and protocols to support physical and mental health fitness;
  - c. written and electronic communication with employees about wellness activities; providing access to health information, including a health resource registry, to inform people where one may go to obtain health and wellness information; and
  - d. informing managers and supervisors of the importance of their awareness and support for employees engaging in wellness activities.
4. Data Gathering - including, but not limited to, administering a periodic employee needs assessment and program evaluation
5. Networking/Dissemination - including, but not limited to, looking at ways to get information out to employees on wellness topics.

### **Participation by Employees and Family Members**

Participation in the TDH Wellness Program is voluntary. Family members of employees are allowed to participate, as long as it does not preclude the participation of another TDH employee.

Supervisors are encouraged to support the TDH Wellness Program and allow employees the opportunity to arrange their work schedules, with appropriate coverage, to participate in TDH Wellness Program sponsored programs and events.

### **TDH Wellness Program Budget and Costs**

The TDH central and regional offices and hospitals may designate personnel and funds to coordinate wellness programs. The State Employees Health Fitness and Education Act of 1983, as amended by S.B. 545 (6/89), allows use of public funds for health fitness education and activities and for other health fitness-related costs. Available TDH facilities may also be used for health fitness programs.

Wellness activities will be funded through the use of existing funds. Revenue may be collected by the central, regional or hospital TDH Wellness Programs

through three methods: shared costs by employees for some wellness activities through a registration fee; a third party reimbursement; or wellness donation . The procedures outlined in TDH Executive Orders XO-0908 and XO-0909 will be followed for the receipt and remittance of fees.

### **TDH Wellness Plan(s)**

In accordance with rules of the State Employee Health Fitness and Education Act of 1983, a TDH wellness plan must be developed and submitted by TDH for review and approval. The central office and each region and hospital that has determined to have a wellness program on site, must submit a plan for review and approval by the Statewide TDH Wellness Program Coordinator before the execution of activities or expenditure of funds. The central office, regional and hospital plans will be merged to make up the TDH Wellness Program Plan. Once a plan has been submitted to the Statewide TDH Wellness Coordinator, it will remain on file. The central office, region or hospital wellness coordinators will provide periodic updates to their plans. An update must be submitted when major changes occur in the wellness activities offered or facility modifications, which have not been included in a previous plan, are made within an owned or leased building.

**Issued By:**

William R. Archer III, M.D.  
Commissioner of Health

**Date:**

March 20, 1998

**Review/revision Dates:**

03/20/98

Added vision and mission statements. Added wellness committee duties and action steps. Changed references to Public Health Promotion Division to TDH Wellness Program Coordinator. Added section on Budget and Costs which outlines methods of collection of funds and procedures to follow. Minor changes to Regional and Hospital section regarding submission of wellness plans.

# Chapter 5

## Sample Tools

### Wellness Committee Roles

#### Wellness Planner/Coordinator

- Recruits Bureau Wellness Representatives (BWR)
- Provides technical assistance and advice to Bureau Wellness Representatives on wellness policies and program administration
- Develops program materials, training, guidance for use by BWR's in administering wellness programs
- Ensures all funds generated by wellness activities are properly processed and used to cover incentives, and other administrative costs of the program
- Advertises wellness programs and promotes wellness activities department-wide
- Maintains fitness room, ensuring safety and proper functioning of equipment
- Reconciles any disputes over equipment or room use and updates policies as appropriate
- Develops policies, facilities, and partnerships to provide the most supportive environment possible for TDH employees
- Suggests appropriate updates to wellness program policies and wellness plans for approval of the wellness committee, and approval through the approval process

#### Bureau Wellness Representative

- Communicates wellness concerns of bureau personnel to the Wellness Committee
- Develops and schedules wellness activities/presentations for their bureau/building
- Consults with Wellness Planner to ensure instructor/presenters qualification requirements are met
- Coordinates with other BWR's in their building, to administer wellness programs for employees in their building. This includes:
  - Advertising programs within their bureau/building, and recruiting participants
  - Arranging location in their building for participants to register, turn-in forms, be weighed, etc. as appropriate for the program
  - Being available in their building to accommodate program activities
  - Forwards forms and information to Wellness Planner as appropriate

- Participates in “Building Sub-Committee” meetings to coordinate the administration of wellness activities in their buildings
- Gives input for selection of appropriate incentives for wellness programs when applicable

## Texas Department of Health Wellness Needs Assessment

The TDH Wellness Committee needs your feedback regarding your interest in past, current and future wellness activities. The information you provide will help us PLAN YOUR FUTURE wellness events/activities. Please take a few minutes to complete this survey, then return it to Roger Faske no later than January 31, 2001. If you have any questions, please call Roger at ext. 2065 or email Roger.Faske@tdh.state.tx.us Thank you for your time and ideas.

1. Listed below are some of the past and current wellness activities and events. Please indicate your **level of interest** by **circling one number for each** activity.

**1 = No Interest    2 = Little Interest,    3= Interest,    4= Extreme Interest**

Activity	Description	N	L	I	E
<b>Aerobics</b>	High intensity, low impact movements, with step and flexibility included	1	2	3	4
<b>Yoga</b>	Gentle stretching, provides toning and flexibility	1	2	3	4
<b>Fitness Room</b>	Weight machines, treadmills, stationary bikes, stair steppers, etc.	1	2	3	4
<b>CPR Classes</b>	Adult, child and infant CPR and choking, Health Care Provider and instructor class	1	2	3	4
<b>Massage Therapy</b>	Fifteen minutes in specifically designed chair, through clothing	1	2	3	4
<b>Lighten Up Challenge</b>	Nutrition/Weight Loss Challenge	1	2	3	4
<b>5 a Day, 5 a Week</b>	Encourage healthy eating/exercise	1	2	3	4
<b>Game Day</b>	Half day of fun fitness activities	1	2	3	4
<b>Maintain No Gain</b>	Maintain weight over holidays	1	2	3	4
<b>Lectures</b>	Various types and lengths	1	2	3	4

If interested in lectures, specify topics (i.e., stress, nutrition, disease, parenting) and length (i.e., one time, three times a week, six month program).

2. Prior to receiving this survey, had you ever heard about the TDH Wellness Program?

YES                       NO      If yes, from what source(s)? \_\_\_\_\_

3. Other than those listed above, what activities would you be interested in (i.e., walking club, karate, health fairs)?

## Texas Department of Health Wellness Needs Assessment (continued)

Please indicate your personal opinion about TDH Wellness Program activities/events by checking the appropriate boxes for the following questions. Feel free to continue comments on the back if needed!

4. Please indicate any non-TDH sponsored activities you may be involved with (i.e., golf, bowling, canoeing, hiking). \_\_\_\_\_

5. Are you currently participating in any Wellness Program activities?  Yes  No

If yes, please list them: \_\_\_\_\_

If no, please indicate the reason(s).  Not interested  No time  Off-site  
 Supervisor won't allow  Involved in non TDH-sponsored activities  
 Other (i.e., child/elder care, scheduling conflicts)? \_\_\_\_\_

6. Which of the following times would you prefer to participate in a wellness activity?

7am-8am  11am-Noon  Noon-1pm  
 1pm-2pm  5pm-6pm  6pm-7pm

\*Would flex-time (taking two daily breaks in conjunction with one hour lunch) encourage you to participate in a wellness activity/event?  YES  NO

7. How much are you willing to pay per month to participate in wellness activities?

\$0  \$1 - \$10  \$11 - \$20  More than \$20

8. Would you be interested in participating in sports tournaments?  Yes  No

If yes, which sports?  Softball  Flag Football  Volleyball  Golf  Bowling

Please list other sports you may be interested in: \_\_\_\_\_

9. Are you interested in helping plan wellness activities or speaking at a lecture presentation?

YES  NO If yes, Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ ext. \_\_\_\_\_

10. What comments and/or suggestions do you have that may help in the planning of future Wellness activities (i.e., cost, activities, time, facilities, equipment)?  
 \_\_\_\_\_

11. We need to know the following information in order to address concerns specifically.

**Building Location:** \_\_\_\_\_ **Gender:**  Male  Female

**Status:**  Full-time  Part-time  Other \_\_\_\_\_

**Age:**  16-25  26-30  31-40  41-50  over 51

Would you like your name entered into our drawing for prizes?  Yes  No

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

Page 2  
 Thank You

## TDH Wellness Program

### Physical Fitness Readiness Questionnaire

This survey will help you determine if you are ready to participate in a vigorous physical activity program and if you might benefit from medical evaluation before starting such a program. For most people physical activity should not pose any problem or hazard. This questionnaire will help identify those small number of adults for whom vigorous physical activity might be inappropriate or for those people who should have medical advice about the kinds of activities or intensity levels most suitable for them. Common sense is the best guide in answering these questions. Please read them carefully and check either yes or no for each one.

- |         |        |   |
|---------|--------|---|
| YES ___ | NO ___ | 1. Has your doctor ever said you have heart trouble?  |
| YES ___ | NO ___ | 2. Have you ever had chest pain or heavy pressure in your chest as a result of exercise, walking, or other physical activity such as climbing a flight of stairs? (This does not include the normal out-of-breath feeling that results from vigorous exercise.) |
| YES ___ | NO ___ | 3. Do you often feel faint or experience severe dizziness?  |
| YES ___ | NO ___ | 4. Has a doctor ever told you that you have high blood pressure or diabetes?  |
| YES ___ | NO ___ | 5. Have you ever had a real or suspected heart attack or stroke?  |
| YES ___ | NO ___ | 6. Do you have any physical condition, impairment or disability, including any joint or muscle problem, that should be considered before you begin an exercise program?   |
| YES ___ | NO ___ | 7. Have you ever taken medication to reduce your blood pressure or your cholesterol levels?   |
| YES ___ | NO ___ | 8. Are you excessively overweight?  |
| YES ___ | NO ___ | 9. Is there any good physical reason not mentioned here why you should not follow an activity program even if you wanted to?  |
| YES ___ | NO ___ | 10. Are you over age 35 and not accustomed to vigorous exercise?  |
| YES ___ | NO ___ | 11. Are you pregnant?   |

If you answered YES to one or more questions, and if you have not recently done so, consult with your doctor by phone or in person **BEFORE** starting an exercise program. Ask your doctor if you may participate in:

1) unrestricted physical activity on a gradually increasing basis

OR

2) restricted activity to meet your specific needs.

If you answered **NO** to **All** questions, you have reasonable assurance that you may begin a graduated exercise program or have an exercise test.

**OVER**



## TDH Wellness Program Participation in State Agency Fitness Program

The undersigned desires to voluntarily participate in the programs and/or use the facilities and equipment provided by the State of Texas, through the Texas Department of Health (TDH) for the purpose of personal fitness. In consideration of the right and privilege of being permitted to participate in these programs and/or to have access to and the use of said facilities and equipment, the:

\_\_\_\_\_ undersigned does hereby agree to the conditions set forth herein and acknowledges that the voluntary participation in the aforementioned programs and/or access to and use of facilities and equipment is not a condition of employment, is not related to his or her employment and therefore, the undersigned's participation in the aforesaid programs and/or use of facilities and equipment, should any injury occur, will not be covered by worker's compensation.

\_\_\_\_\_ undersigned acknowledges that he or she is fully aware that there are risks for certain individuals participating in activities involving physical exertion.

\_\_\_\_\_ undersigned affirmatively acknowledges that he or she has obtained independent medical approval, or satisfactorily completed the Physical Fitness Readiness Questionnaire provided by TDH, prior to participating in these programs and/or using these facilities and equipment, for any activities involving physical exertion and has no knowledge of any physical condition or disease which would preclude his or her participation in these programs and/or use of these facilities or equipment.

\_\_\_\_\_ undersigned specifically agrees to withdraw from the programs and/or discontinue use of these facilities and equipment should he or she become aware by any means whatsoever that participation is medically contraindicated.

\_\_\_\_\_ undersigned agrees to notify the building manager and/or wellness/fitness coordinator if he or she detects any hazards or defects in any of the facilities or equipment to which he or she is allowed access for these activities.

\_\_\_\_\_ undersigned agrees to accept full responsibility for any injuries sustained while participating in a fitness program or using facilities and equipment made available for that purpose if he or she fails to meet the conditions described herein under which access to and use of the programs, facilities and/or equipment is being allowed.

In executing the foregoing, the undersigned acknowledges and affirms that he or she has carefully read the same and has obtained a satisfactory explanation of any part thereof that he or she does not understand.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Bureau

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Participants Signature

\_\_\_\_\_  
Date

# TDH Wellness Program Instructor Application Questionnaire

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Int. Employer

Address: \_\_\_\_\_  
Home (street) Business (street)

City (Home) State Zip City (Business) State Zip

Telephone: \_\_\_\_\_  
Home Business

Courses to be taught: \_\_\_\_\_ Dates: \_\_\_\_\_

Certifications and coursework in course subject: (please provide copies of certifications): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CPR certification: Organization: \_\_\_\_\_ Date Expired: \_\_\_\_\_

Previous Work Experience in Course Subject: (Present to Past)

Org/Location/Dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Courses Taught (type, #people, #times): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Org/Location/Dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Courses Taught (type, #people, #times): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Org/Location/Dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Courses Taught (type, #people, #times): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your specialty course? \_\_\_\_\_

What safety precautions do you use during class? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you miss a class, how will you compensate the participants? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your requirements/preferences for setting up and providing a class?  
(#people, cost, equipment, how often, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TDH Fitness Room Policies

Revised 7/00

The TDH Fitness Room is available for use to all TDH employees and their family members. Family members under age 18 must be accompanied by an adult when in the Fitness Room.

TDH employees and family members **must have** a Physical Fitness Readiness Questionnaire, and release form on file with the Employee Wellness Program, to enter the room. The code for the door will be given to the individual when they complete the forms. **The code is not to be shared with anyone!**

The Fitness Room is available from \_\_\_\_ to \_\_\_\_ of the department business hours, except when specifically designated as “Closed”. Closed times are only set when the program or class requires complete silence or exclusive use of the room for the attention and benefit of the participants.

Sign in each time you use the Fitness Room. An accurate record of usage keep the Fitness Room operational and aids in making improvements.

Food and drinks **are not allowed** in the Fitness Room. Water bottles are allowed and encouraged.

Co-use of the Fitness Room is encouraged, but not at the expense of other room users accomplishing their fitness goals. When there are multiple users in the room, **please come to a consensus on the noise levels** and channel settings of the television and music. Room users should be **Respectful, Courteous, and Considerate** of other users.

**Use of television, and radio are on a first come first serve basis.** Individuals using video or audio equipment for exercise tapes must **limit usage to 30 minutes.**

When using weight equipment, users should allow others to work-in (take turns), when more than one person wants to use the same station.

If there is a class going on, **please respect the needs of the class.** If using the equipment while a class or specific activity is going on, keep noise, including talking to a minimum.

Report any problems, damage, or malfunctioning equipment immediately to the Fitness Room Coordinator (x2065). For your safety, **do not attempt** to adjust or repair any equipment.

**Use equipment for its intended exercises only.** Exercises and proper steps are listed near each of the stations. Carefully review proper usage instructions and if you are not familiar with any piece of equipment, contact the Fitness Room Coordinator (x2065) for an orientation. We will provide instruction on one piece of equipment, or all of the equipment.

**Do not move or rearrange the equipment and exercise machines.** This is to prevent any injuries to you and your fellow Fitness Room users.

**Return all equipment,** including the mats and steps, to their proper place. Do not leave them out or blocking the floor area.

## TDH Fitness Room Policies (continued)

**Return free weights** to their proper place and keep them organized. This makes it easier for you and the next user.

Appropriate clothing should be worn at **all times**, including shirts, shorts, pants, etc. Shoes and proper footwear are also required.

Keep **all** doors to the Fitness Room closed at **all** times.

For questions, comments, or concerns about the Fitness Room, contact the Fitness Room Coordinator at x2065.

These guidelines are designed to protect the users of this facility. **They will be strictly enforced!** If you witness anyone violating these guidelines, or misusing/abusing the equipment, please contact the Fitness Room Coordinator (x2065) immediately.

# Texas Department of Health Wellness Participation Evaluation

The TDH Wellness Committee needs your feedback regarding your participation in past and current wellness activities. The information you provide will help us plan your future wellness events/activities. Please take a few minutes to complete this survey, then return it to Roger Faske, Cardiovascular Health and Wellness Program, T-402 no later than January 31, 2001. If you have any questions, please call Roger Faske at ext. 2065 or email him at Roger.Faske@tdh.state.tx.us. Thank you for your time and ideas.

Listed below are some of the wellness activities and events that have occurred during the past six months. Please indicate whether or not you have, or continue to, participate in these activities by checking one box, either yes or no. If you have participated in the activity, at least one or more times, please circle one number best representing your level of satisfaction

**1=Poor,                      2=Fair,                      3=Acceptable,                      4=Good,                      5=Outstanding**

<b>ACTIVITY</b>	<b>PARTICIPATION</b>		<b>P</b>	<b>F</b>	<b>A</b>	<b>G</b>	<b>O</b>
Aerobics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Yoga	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Weights/Fitness Room	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
CPR Classes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Massage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Game Day	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Lighten Up Challenge	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
5 A Day, 5 A Week	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Maintain No Gain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Bowling League	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Karate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Tai Chi	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Walking Club	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Water Aerobics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Weight Watchers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5
Lectures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	1	2	3	4	5

If “yes” to lectures, which topic(s) did you participate in? \_\_\_\_\_

If you are currently participating in any wellness program activity(ies), please list them: \_\_\_\_\_

# Texas Department of Health Wellness Participation Evaluation (continued)

Please indicate your personal opinion about TDH Wellness Program activities/events by circling one number for each statement in questions one and two.

1=Strongly Disagree, 2=Disagree, 3=Uncertain, 4=Agree, 5=Strongly Agree

1. <b>TDH Employee Wellness Program Activities</b>	<b>SD</b>	<b>D</b>	<b>U</b>	<b>A</b>	<b>SA</b>
... reflect my needs and interests	1	2	3	4	5
...contribute to a positive work climate	1	2	3	4	5
... increase my productivity	1	2	3	4	5
... increase my work attendance	1	2	3	4	5

2. <b>Participation in these activities</b>	<b>SD</b>	<b>D</b>	<b>U</b>	<b>A</b>	<b>SA</b>
... increased my knowledge about healthy lifestyle choices	1	2	3	4	5
...increased my motivation to adopt a healthier lifestyle	1	2	3	4	5
... improved my physical wellness	1	2	3	4	5
... improved my mental well being	1	2	3	4	5

3. What factors limit your participation in Wellness activities/events (i.e. child care, scheduling conflicts, outside activities)? \_\_\_\_\_

\_\_\_\_\_

4. Other than those listed on Page 1, what activities or events would you like to see made available through the Wellness Program (i.e. lectures, games, leagues, programs, activities)? \_\_\_\_\_

5. What comments and/or suggestions do you have that may help in the planning of future wellness activities (i.e. cost, time, space, facilities, equipment)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. We need to know the following information in order to address concerns specifically.

**Building Location:** \_\_\_\_\_ **Gender:**  Male  Female

**Status:**  Full-time  Part-time  Other \_\_\_\_\_

**Age:**  16-25  26-30  31-40  41-50  over 51

Would you like your name entered into our drawing for prizes?  Yes  No

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

## Wellness Program Equipment Sign-Out Form

I, (Name)\_\_\_\_\_ take responsibility for (Equipment)\_\_\_\_\_

---

on (Date) \_\_\_\_\_

I will ensure this equipment is returned in good repair on (Date) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bureau

\_\_\_\_\_  
Phone