

Reclamation Manual

Policy

Subject: Wellness and Employee Assistance Programs

Purpose: To establish Reclamation employee assistance programs and activities related to the wellness program.

Authority: 5 U.S.C. Section 7901, Health Services Programs; 5 U.S.C. Section 7904, Employee Assistance Programs Relating to Drug Abuse and Alcohol Abuse; and Departmental Manual 792, Health Services and Employee Assistance Programs.

Contact: Reclamation Program Group, D-4200

1. **Wellness Program.** Activities related to the Wellness Program (e.g., health fair, fitness reimbursement) should be considered to the extent they are feasible, contribute to employee morale and well being, are cost-effective, and provide benefits to both employees and the organization.
2. **Employee Assistance Program.** It is the policy of Reclamation to establish employee assistance programs based on an assessment of employee needs and the availability of resources. The minimum required by statute is establishment of an employee assistance program that addresses substance abuse problems and related issues.
3. **Delegations.**
 - A. Basic authority to develop and establish wellness and employee assistance programs and authority to set policy on monetary reimbursement is delegated to the Director, Reclamation Service Center; Regional Directors; and Manager, Washington Administration Performance Review Initiatives.
 - B. The authority to develop and establish wellness and employee assistance programs may be further delegated, and may be combined with other Reclamation office resources, as determined feasible and appropriate.