

Employee Health Promotion Program Charter

I. Purpose

The Employee Health Promotion Program will coordinate, recommend, implement, and provide necessary oversight of employee wellness activities throughout the medical center, to include community based outpatient clinics (CBOCs), in order to promote behaviors for healthy living and increase employee morale and welfare.

II. Scope

The Employee Health Promotion Program is responsible for recommending, organizing, synchronizing, implementing, and providing oversight for all medical center approved employee wellness activities.

III. Membership

Chair, Environments Team Leader

Other members should include, but are not limited to the following:

Human Resources, Administrative Officer

Director, Employee Health

Safety Officer

Food and Nutrition representative

Office of Workers' Compensation Programs (OWCP) Coordinator, Human Resources

Union President or representative

Voluntary Services representative

Director, Recreation Therapy

MOVEmployee! Coordinator

Education Service representative

Volunteer or selected staff (minimum of eight)

IV. Strategic Objectives

- a. Develop recommendations for employee health promotion activities, events, and programs.
- b. Organize and provide oversight of employee health promotion activities, events, and programs to include those currently in effect.
- c. Advertise and market health-related information to employees.
- d. Reduce number of OWCP claims.

V. Minutes and Meetings

The Steering Committee will meet monthly. Most meetings and committee work will occur via teleconference calls, emails, and live meeting computer sessions. Some face-to-face meetings may be necessary. Minutes and routine progress reports will be completed, approved by the committee, signed by the Chair, and submitted to leadership through the Workforce Development Council.

VI. REFERENCES: Guidance for this committee is provided in:

5 U.S.C. §7901(c)

