



Improving the Capabilities of the HR Workforce

DCPAS VIRTUAL BENEFITS SYMPOSIUM

Foundations of a Successful Employee Wellness Program

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REFERENCES

- **5 United States Code 7901**
- **DoD Instruction 1010.10, “Health Prevention and Disease Prevention**
- **[Centers for Disease Control and Prevention \(CDC\) – Workplace Health Strategies](#)**
- **[The U.S. Surgeon General’s Framework for Workplace Mental Health and Well-Being](#)**
- **[U.S. Office of Personnel Management Employee Health Services Handbook](#)**



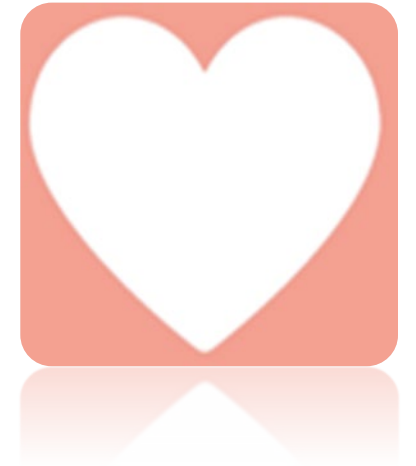
OBJECTIVES

- Identify four key steps for building a successful workplace wellness program.
- Learn how to staff and manage a workplace wellness program.
- Identify methods for evaluating a workplace wellness program.



EMPLOYEE WELLNESS OVERVIEW

- The workplace is an important setting for health protection and disease prevention programs.
- The average person will spend 90,000 hours at work over a lifetime.
- The use of effective workplace wellness programs help employees modify their lifestyles and move toward an optimal state of wellness. They can also produce organizational and employee benefits, such as lower healthcare costs, increased productivity, improved recruitment and retention, reduced absenteeism and presenteeism, and enhanced employee engagement.



WHAT ARE WORKPLACE WELLNESS PROGRAMS

- Workplace wellness programs refer to a coordinated and comprehensive set of strategies which includes programs, policies, benefits, environmental supports, and links to the surrounding community designed to meet the health and safety needs of all employees.
- Examples of workplace wellness programs components include:
 - Health Education
 - Health Services/Intervention Programs
 - Physical Fitness Programs (on-site/off-site fitness facilities)
 - Component policies that promote healthy behaviors such as a tobacco-free campus policy
 - A healthy work environment created through actions such as making healthy foods available and accessible through vending machines or cafeterias



IMPACT OF WORKPLACE WELLNESS PROGRAMS

- For individuals, workplace health & wellness programs have the potential to impact an employee's health, such as their health behaviors; health risks for disease; and current health status.
- For organizations, workplace health & wellness programs have the potential to impact areas such as health care costs, absenteeism, productivity, recruitment/retention, culture and employee morale.
- Employers, workers, their families and communities all benefit from the prevention of disease and injury and from sustained health.



STAFF AND MANAGING A WELLNESS PROGRAM

- **Agency Personnel**
 - Your agency may hire employees or use existing agency personnel to develop, manage, and deliver programs.
- **Contractor**
 - Commercial health clubs, Community centers, Local hospitals, Non-profit organizations, Private consultants, Universities
- **Volunteer**
 - Non-profit health organization, a qualified volunteer employee
- **Employee Assistance Program**
 - Clinical services, environmental health services, health education
- **Non-Profit Employee Organization**
 - Employees form non-profit employee organizations such as a recreation association or an employee board to manage fitness facilities or administer health activities.



BUILDING A WORKPLACE WELLNESS PROGRAM

A comprehensive approach to workplace wellness promotion looks to put interventions in place that address multiple risk factors and health conditions concurrently and recognizes that the interventions and strategies chosen influence multiple levels of the organization including the individual employee and the organization as a whole.



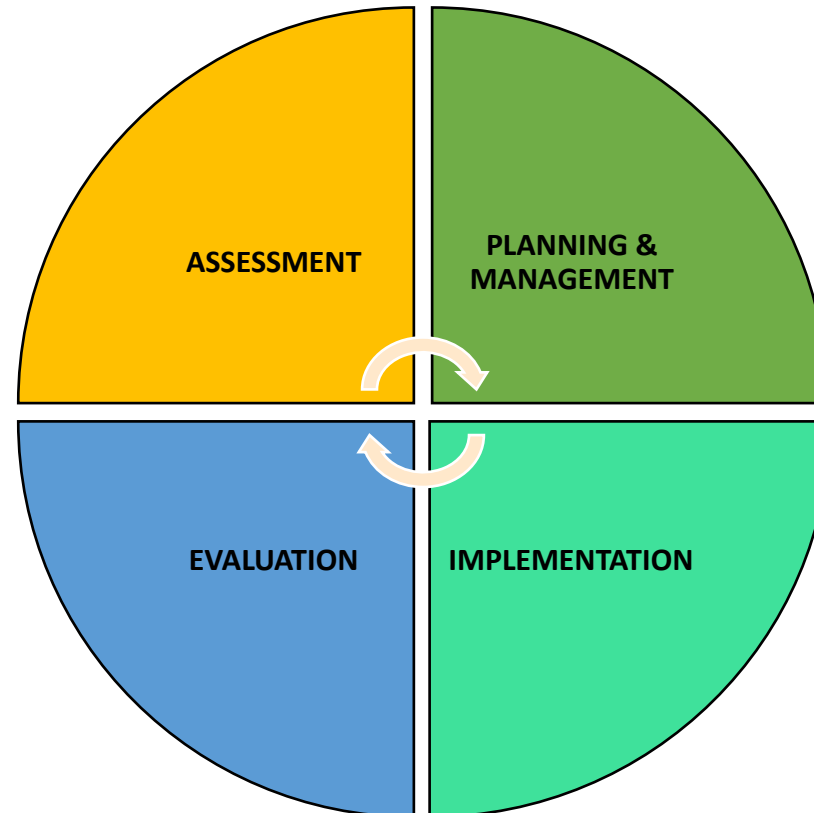
WORKPLACE HEALTH MODEL

1. ASSESSMENT

- INDIVIDUAL**
(e.g., demographics, health risks, use of service)
- ORGANIZATIONAL**
(e.g., current practices, work environment, infrastructure)
- COMMUNITY**
(e.g., transportation, food and retail, parks and recreation)

4. EVALUATION

- WORKER PRODUCTIVITY**
(e.g., demographics, health risks, use of service)
- HEALTHCARE COSTS**
(e.g., current practices, work environment, infrastructure)
- IMPROVED HEALTH OUTCOMES**
(e.g., reduced disease and disability)
- ORGANIZATIONAL CHANGE, "CULTURE OF HEALTH"**
(e.g., morale, recruitment/retention, alignment of health & business objectives)



2. PLANNING & MANAGEMENT

- LEADERSHIP SUPPORT**
(e.g., role model and champions)
- MANAGEMENT**
(e.g., Work-Life Coordinator, Wellness Committee)
- WORKPLACE HEALTH IMPROVEMENT PLAN**
(e.g., goals and strategies)
- DEDICATED RESOURCES**
(e.g., costs, partners/vendors, staffing)
- COMMUNICATIONS**
(marketing, messages, systems)

3. IMPLEMENTATION

- PROGRAMS**
(e.g. education and counseling)
- POLICIES**
(e.g. Component's rules)
- BENEFITS**
(e.g. insurance incentives)
- ENVIRONMENTAL SUPPORT**
(e.g. access points, opportunities, physical/social)



STEP 1 - WORKPLACE HEALTH ASSESSMENT

A workplace health assessment is a process of gathering information about the factors that support and/or hinder the health of employees at a particular workplace and identifying potential opportunities to improve or address them

Assessment Methods:

- Informally through conversations
- A call for input/opinions (bulletin board, opinion box, email)
- Employee survey or environmental audit



STEP 2 – PLANNING AND MANAGEMENT

- Develop a basic governance structure or infrastructure to administer and manage health promotion activities.
- Recognize the size and scope of each step may be influenced by factors such as the company's size, sector, or geographic location.
- The enterprise governance structure provides the strategic direction, leadership, and organization necessary to operationalize the program elements.



STEP 2 – PLANNING AND MANAGEMENT (CONT.)

Organizational strategies include:

- Dedicating senior leadership support to serve as champion.
- Identifying a Wellness Coordinator/Work-Life Coordinator or committee to oversee the program.
- Developing a workplace health and wellness improvement plan with sufficient resources to articulate and execute goals and strategies.
- Establishing workplace health informatics system to collect and use data for planning and evaluation.
- Communicating clearly and consistently with all employees.



STEP 3 - IMPLEMENTATION

It is important for the overall workplace health program to contain a combination of individual and organizational level strategies and interventions to influence health. The strategies and interventions available fall into four major categories:

1. **Health-related Programs** - opportunities available to employees at the workplace or through outside organizations to begin, change or maintain health behaviors.
2. **Health-related Policies** - formal/informal written statement that are designed to protect or promote employee health. They affect large groups of employees simultaneously.
3. **Health Benefits** - part of an overall compensation package including health insurance coverage and other services or discounts regarding health.
4. **Environmental Supports** - refers to the physical factors at and nearby the workplace that help protect and enhance employee health.



STEP 4 - EVALUATION

- It is imperative to assess how well the workplace health program can be sustained over time, how it is received by employees and management, and its return on investment (ROI).
- An effective program evaluation systematically examines the implementation and results of strategies and interventions with the aim of using findings to improve those actions.



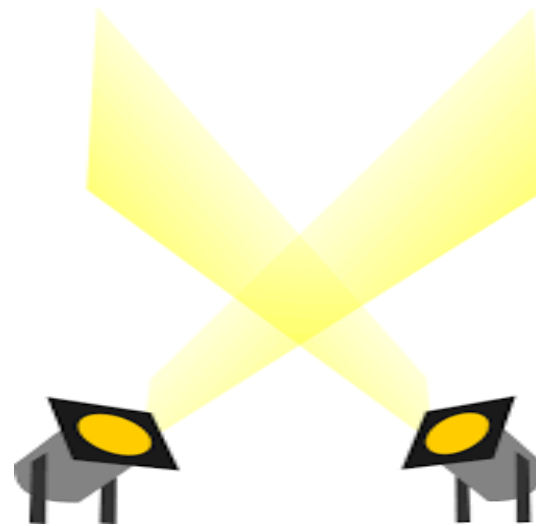
STEP 4 – EVALUATION (CONT.)

Potential measures for outcomes of interest to organizations and employees:

- Worker productivity
- Healthcare costs
- Health outcomes
- Organizational change



Missile Defense Agency (MDA) Wellness Initiatives



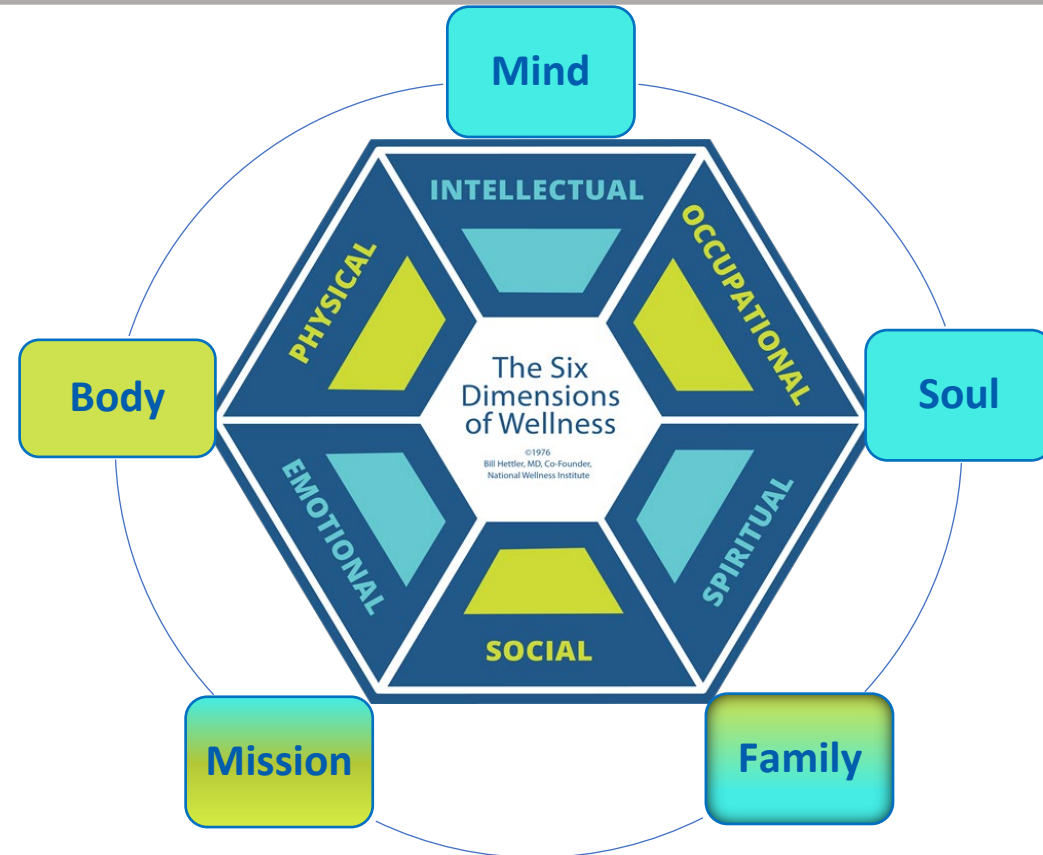
MDA WELLNESS METHODOLOGY

A Wellness Methodology and Program that incorporates the 3 pillars of an Employee’s well-being:

Mind, Body and Soul

Supported by initiatives that address the Six Dimensions of Wellness

Our challenge is to further evolve a Wellness Methodology that compels employees to participate as well as demonstrate to them the value and benefit to their improved well-being for both our mission and their family.



6 Dimensions of Wellness, developed by Dr. Bill Hettler, co-founder of the National Wellness Institute (NWI)



RECENT INITIATIVES (BY DIMENSION)

Physical

- Alzheimer's and Brain Health Awareness*
- **American Heart Month**
- Autism Awareness*
- Cholesterol Awareness
- Chronic Migraines*
- Dental Health
- Health Fair*
- Healthy Skin*
- **Menopause Awareness***
- Multiple Sclerosis
- Musculoskeletal
- Pancreatic, Cervical, Colorectal Cancer
- Red Ribbon Week*
- **Stress Management***
- Suicide Prevention*

Social

- Alzheimer's and Brain Health Awareness*
- Autism Awareness*
- Blood Drives
- Chronic Migraines*
- Health Fair*
- Mental Health Awareness*
- Post-Traumatic Distress*
- **Stress Management***
- Substance Abuse Disorder

Occupational

- **BCBS Service Day/Retirement**
- Ergonomics at Home
- Healthy Skin*
- **Wills/Trust Brief***
- **Stress Management***

Spiritual

- Mental Health*

Intellectual

- Mental Health*
- Post-Traumatic Distress*
- **Wills/Trust Brief***

Emotional

- Alzheimer's and Brain Health Awareness*
- Autism Awareness*
- Chronic Migraines
- Health Fair*
- **Menopause Awareness***
- Mental Health*
- Post-Traumatic Distress*
- Red Ribbon Week*
- **Stress Management***
- Substance Abuse Disorder
- Suicide Prevention*



* Session covers more than one dimension.



FUTURE WELLNESS ENGAGEMENTS

- ✓ Continue to leverage Employee Assistance Program (EAP)
- ✓ Work more closely with our Diversity, Wellness & Moral Advisory Council
- ✓ Incorporate more active/hands on events vs. information sessions
- ✓ Meet employees where they are with Wellness goals
- ✓ Make sure there is something for everyone
- ✓ Survey the workforce through feedback mechanisms to tailor future topics

Continued outreach on wellness offerings!

Everyone's ideas are valued!



COMMITMENT TO EVOLVE AND AFFECT CHANGE

- An intentional program committed to ensuring the MDA workforce sees the Agency's commitment to their total well-being.
- A comprehensive initiative that seeks to provide diverse offerings that align with our employees needs and goals.
- Gauge the interest of the workforce to plan more events to increase participation and engagement, both in person and virtually.
- Encourage our employees to take time to care for themselves so they can be more successful for both our mission and their families.
- Provide employees with the tools to live their lives on purpose with purpose!
- Wellness goals are not the same for everyone; however, we look forward to more innovative ways to reach, engage and service the workforce in their respective wellness journeys.



Our people are our greatest resource!

CONCLUSION

Under 5 U.S.C. 7901, agencies may establish, within the appropriation limits available, health services programs to promote the physical and mental fitness of employees.

- **It is your agency's responsibility to:**

- Determine the need for and extent of employee health programs
- Assess employee health needs and interests and provide management support
- Identify available resources
- Integrate the program with other organization functions
- Determine the method for operation
- Establish a statement of goals and objectives
- Direct and monitor programs and services
- Assure that programs are safe, appropriate, and meet legal and ethical requirements
- Select qualified personnel
- Establish a marketing strategy to reach all employees
- Develop an ongoing evaluation process to revise and improve the program
- Negotiate or consult with unions, as appropriate, on providing services for bargaining unit employees.





QUESTIONS?



Please take a moment to provide us your feedback

You can scan the QR code or go to:

<https://forms.osi.apps.mil/r/Ky9Gv71G4v>

Work-Life Session: Foundations of
a Successful Employee Wellness
Program

