

For: All FSA and RMA Offices

Implementing Worksite Health and Wellness Program

Approved by: Deputy Administrator for Management

1 Overview

A Background

Federal agencies are responsible for promoting wellness in the workplace. According to the Office of Personnel Management (OPM), the leading causes of death and disability in the United States are not only preventable but also responsive to workplace interventions. Worksite health and 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 presentism, and enhanced employee engagement. Worksite health and wellness interventions include, but are not limited to, health education, nutrition services, lactation support, physical activity promotion, screenings, vaccinations, traditional occupational health and safety, disease management, and linkages to related employee services. Federal agencies are encouraged to develop and sustain programs that address the current and future needs of their employees to produce the healthiest possible workforce.

The Farm Service Agency (FSA) and Risk Management Agency (RMA) support worksite health and wellness programs in line with the presidential memorandum of June 23, 2014, “Enhancing Workplace Flexibilities and Worklife Programs”, and OPM guidance.

B Purpose

This notice provides plans and guidance to help promote health and well-being for all employees.

Disposal Date	Distribution
December 1, 2016	FSA and RMA Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If there are questions regarding this notice:

- county offices must contact their state office, and
- FSA national office, state offices, Kansas City, St. Louis, the Aerial Photography Field Office, and RMA offices must contact the Human Resources Division (HRD) Worklife and Wellness Program Manager Juliet McBride by either of the following:
 - e-mail to FSA.worklifewellness@wdc.usda.gov, or
 - telephone at 202 401-0683.

2 Health and Wellness Goals and Accountability

A HRD Action

HRD must:

- schedule and hold wellness presentations, webinars, activities and programs for the national office and non-headquarters offices (that is FSA state and county, KC, St. Louis, APFO, RMA compliance and regional service) voluntarily and/or upon request,
- assist non-headquarter offices with coordinating a wellness program for their locations,
- inform all offices about new and/or changing policies available to assist employees with wellness, and conduct an annual survey to obtain the interests and needs of employees, and
- report to OPM wellness accomplishments through the annual wellcheck report.

B Office Head Action

All office heads must promote wellness for their employees. Non-headquarters offices must implement a program for employees whom they service.

When possible, managers and supervisors should allow employees reasonable time away from the office to participate in health activities (i.e. health fair, preventive health screenings, wellness lunch and learn) and programs (i.e. nutrition, weight management and smoking) sponsored by FSA, RMA, the United States Department of Agriculture (USDA) and others on a case-by-case basis.

Note: The employee participation time should be tracked for all activities. See 17-PM, Leave Administration and Alternative Work Schedules, for additional information governing use of leave and excused absence.

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2 Health and Wellness Goals and Accountability (Continued)

C Employee Action

Employees:

- are encouraged to participate in health and wellness activities and programs sponsored by FSA, RMA, and USDA,
- must request supervisory approval to accommodate time away from the office to participate in a health activity or program during normal work hours, and
- should consult with their health care provider before participating in activities and programs.

Note: Participation in wellness activities and programs is voluntary.

3 Promoting Worksite Health and Wellness Programs

A Suggestions for Promoting Programs

The following are suggestions for promoting worksite health and wellness:

- survey employees to obtain their interests and needs,
- coordinate activities and events (that is wellness day, quarterly blood pressure checks, preventive health screenings),
- host quarterly wellness lunch and learns with an activity such as viewing a wellness video or inviting a speaker to present a wellness topic,
- schedule up to four free wellness presentations from the list in Exhibit 1,

Note: Contact the worklife and wellness program manager according to subparagraph 1 C to schedule the presentation.

- encourage employee participation in health and wellness sponsored activities (that is health fair, preventive health screening, wellness lunch and learn and programs (that is nutrition, weight management and smoking),
- form a walking club for your office, allow employees 15 minutes to walk three times a week, and provide free pedometers to participants,

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3 Promoting Worksite Health and Wellness Programs (Continued)

A Suggestions for Promoting Programs (Continued)

- promote healthy snacks at staff meetings and wellness events, and
- recognize employees' accomplishments (that is biggest loser, Winter Olympic champion).

Note: The list is not an inclusive list.

B Wellness Plans

Non-headquarters offices must revise and/or develop a wellness plan annually. See Exhibit 2.

Note: FSA state offices must assist county offices with their plans. See 8-PM, Worklife Programs.

Consult with the worklife and wellness program manager to ensure compliance of program development.

Note: For FY 2016, forward a copy of your wellness plan to HRD by e-mail to **FSA.worklifewellness@wdc.usda.gov** by **July 6, 2016**. Forward subsequent FY wellness reports to HRD by the second Friday in November.

C Reporting Wellness Program Accomplishments

The HRD will request annual accomplishments from non-headquarters offices for reporting to OPM. See Exhibit 2.

Note: FSA state offices must include county office accomplishments in their report.

Normally, the annual report is due after the end of each calendar year.

List of Health and Wellness Presentations

Employee Assistance Program Health & Wellness Presentations

EAP Orientations

- **Employee Orientation: *We Care, Just Call***
Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees.
- **Supervisor Orientation: *A Supervisor's 24/7 Resource***
Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees. In addition, it underscores the EAP as a consultative resource and offers practical tips for dealing with employees when they are experiencing problems in the workplace.

Toolkit for Employees

- **Anger Happens**
Anger can lead to behaviors we regret, and it can also affect our health. This presentation focuses on understanding what happens to us when anger is triggered, and ways to address our strong reactions.
- **The Art of Parenting**
Parents of children of all ages can learn practical tips for setting and enforcing limits, communicating with kids, identifying when children need professional help, and other essential elements of effective parenting.
- **Balancing Work and Personal Life**
A hectic, unbalanced lifestyle can prevent enjoyment of personal relationships, interfere with productivity at work and harm our health. This seminar helps participants assess how their numerous roles can be managed to create an integrated life.
- **Burnout and Stress Management**
When someone experiences stress, or when stress lasts too long, it can be harmful; burnout is one possible outcome. This seminar addresses ways to prevent burnout.
- **Civility in the Workplace**
Civility is a timely concern, and a civil workplace can help to mitigate stress and increase collaboration. This presentation highlights the importance of civil behaviors, and reviews skills and techniques needed to build and create civility in the workplace.
- **Contending with Change**
The seminar is designed to help participants understand the effects of change, assess their own attitudes about change, and learn practical techniques for dealing with change.
- **Coping with Downsizing and Job Loss**
This seminar identifies common stress symptoms experienced during downsizing and job loss and offers strategies for addressing those symptoms.

Federal Occupational Health
Employee Assistance Program (EAP)
(800) 222-0364 | (888) 262-7848 (TTY)
www.FOH4YOU.com



List of Health and Wellness Presentations (Continued)

Employee Assistance Program Health & Wellness Presentations

— Dealing with Challenging Interactions

Life continually presents us with interpersonal challenges, in the form of different behavioral styles. Assertiveness is not always the norm; aggressive, passive and passive-aggressive styles can be particularly difficult to address. This presentation focuses on ways to deal with various interpersonal approaches, and tips to manage reactions to those styles.

— Dealing with Conflict

This presentation offers general information about the sources and symptoms of conflict so that participants may identify their own conflict management style and learn practical ways to navigate conflict.

— Dealing with Difference

This presentation heightens awareness of the impact of difference; helps participants distinguish between categorizing and stereotyping; and offers tips to address dealing with difference in the workplace.

— Depression: *What It Is and How to Help*

The primary focus of this seminar is to educate participants about the warning signs and dangers of depression, and how it can be treated.

— Domestic Violence: *Effects on the Workplace*

Domestic violence affects the individual employee, and has an impact on the workplace as well. This presentation identifies those potential effects, and suggests approaches that colleagues and agencies can take to address the issue.

— Dynamics of Addiction

Addiction is a topic that is often associated with substance abuse, but many behaviors can also become addictive, including shopping, working, and computer use, to name a few. This presentation looks at a range of addictive behaviors, the differences between a habit and an addiction, and the steps in changing behavior.

— Effective Communication

Communication is more than just talking. Participants will learn general skills to help them communicate more effectively using the skills of active listening, validating and positive assertiveness.

— Elder Care

Caring for an aging loved one presents difficult challenges. The primary focus of this seminar is to raise awareness about elder care and care giving resources, and to offer practical tips and insight.

— Navigating Loss

Changes, both positive and negative, can create a sense of loss. This seminar addresses different types of losses, our responses to them, and what we can do to care for ourselves and others when experiencing a loss.

— Retirement: Into the Unknown

This presentation expands awareness of retirement as a major life transition and helps prospective retirees plan for its emotional repercussions. NOTE: This is not a seminar on retirement rules or benefits.

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List of Health and Wellness Presentations (Continued)

Employee Assistance Program Health & Wellness Presentations

— The Road to Resilience

This presentation addresses factors that contribute to that particular ability to adapt and bounce back when adversity affects us.

— Stress and Trauma Exposure: *Strategies for Coping*

Those individuals who work with victims and survivors of traumatic events may experience strong reactions as a result of hearing about or helping those who've been affected by trauma. This presentation is designed to offer information about strategies to prevent and manage the effects of "secondary trauma."

— Stress Management: *Building Resiliency*

— Stress Management: *A Brief Review*

— Stress Management: *Practical Tools for Stress Management*

These presentations identify ways to develop resiliency to stressors, discuss why stress management is essential, and offer techniques and practical methods to use in situations that cause stress. NOTE: *There is overlapping information in these presentations, so please contact one of our consultants to ascertain which one's best suited for your agency.*

— Substance Abuse: *Increasing Awareness*

This presentation provides participants with an introductory awareness of the effects of substance abuse on the workplace, and how colleagues can approach the situation when concerned about a peer.

— Suicide Awareness

This presentation acquaints participants with statistics about suicide and identifies risk factors and suicide prevention resources.

— Time Management

This seminar reviews the three keys to time management: remembering, setting priorities and motivation.

— Transitions in the Workplace for Employees

This seminar focuses on change in the workplace and how it can cause disruption due to the different ways in which individuals react to change, and how an understanding of the transition process may reduce the stress that change can bring.

— Ups and Downs of the Holiday Season

During the holiday, expectations about the "way it should be" and reality often collide. This seminar explores how to cope with the pressures of the holiday season, and offers strategies to reduce stress.

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List of Health and Wellness Presentations (Continued)

Employee Assistance Program Health & Wellness Presentations

Toolkit for Supervisors

- **Coping with Downsizing and Job Loss**
This seminar identifies common stress symptoms experienced during downsizing and job loss, and offers strategies for addressing those symptoms. Tips for managing employees that will be let go are addressed.
- **Multigenerational Workforce**
This presentation educates supervisors about the essential elements of effective leadership of the various groups that make up today's workforce. Included is a review of the four generations, how they respond to workplace situations, and suggestions for leaders in managing the different groups.
- **Substance Abuse: *The Supervisor's Role***
The primary focus of this seminar is to increase participants' awareness of the warning signs of substance abuse and review how EAP can assist supervisors when helping an employee with a potential substance abuse problem.

Online Presentations at www.FOH4You.com (also available on DVD)

- **We Care, Just Call: *Employee Orientation to the EAP***
Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees.
- **A Supervisor's 24/7 Resource: *Supervisor Orientation to the EAP***
Providing an overview of services, this presentation focuses on the nature of the EAP as a voluntary, confidential, and free benefit to employees. In addition, it underscores the EAP as a consultative resource and offers practical tips for dealing with employees that are experiencing problems in the workplace.
- **Stress Management: *Building Resiliency***
This presentation identifies ways to develop resiliency to stressors, discusses why stress management is essential, and offers techniques and practical methods to use in situations that cause stress.
- **When Life Changes: *Adapting to Workplace Changes***
This seminar focuses on change in the workplace and how it can cause disruption due to the different ways in which individuals react to change, and how an understanding of the transition process may reduce the stress that change can bring.

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Example of Wellness Calendar and Accomplishments

Month/Date	Event	Provider	Accomplished	Number of Participants/ Remarks
January 10 through March 5	Fitness: USDA Winter Olympics	USDA Worklife	Yes	30
January 21 through April 7	12-Week Weight Watchers Session	OPEDA, Weight Watchers, LLC	Yes	20
February 10	Lunch and Learn: Heart Health Session	Washington Hospital Center	Yes	25
March 2 through September 30	15-minute weekly office group walk (Monday, Wednesday, Friday)	HRD, senior office leader or designee	Yes	25
March 16	National Nutrition Month: Healthy Food Demo	local nutritionist	Yes	25
April 21	Spring Health Fair (preventive health screenings, yoga)	OPEDA	Yes	25
May 12	Seminar: High Blood Pressure, the Silent Disease	Virginia Hospital	Yes	25
June 9	Seminar: Stress Management	FOH (EAP)		
July	Skin care evaluation	local dermatologist		
August 10	Men's Health Seminar: Preventive Health Screenings Make Sense	George Washington Hospital		
September 8 through October 26	Promotion: Stop Smoking Cessation Program	HRD, American Lung Association		
October 13	Women's Health: Onsite Health Screenings	Virginia Hospital Center		
November 9	Seminar: Rid Holiday Blues	FOH		
December 8	Seminar: Financial Health	Blue Cross Carefirst		