

# **Employee Wellness Program Proposal**

## **Need for an Employee Wellness Program**

An Employee Wellness Program is an organized program that assists employees to voluntarily make choices that improve health and productivity. Workplace wellness programs focused on prevention and intervention benefit employees and employers by reducing employees' health risk factors to include:

- Using tobacco products
- Being overweight
- Poor nutrition
- Lack of exercise
- Complications from health conditions, such as diabetes, hypertension, and high cholesterol.

While unhealthy behavior can greatly affect an individual's health, it can also be expensive for an employer. Indirect costs associated with employees' unhealthy lifestyles include:

- Decreased productivity
- Training of new staff due to the disability of current staff to perform the job duties
- Work related injuries
- Excessive sick leave usage

According to a study by Harvard University, medical costs fall about \$3.27 for every dollar spent on well programs, and absentee costs fall by about \$2.37 for every dollar spent. For this agency some of the costs will be indirect in that our medical costs savings will not always be direct savings to the agency. Also, healthier workers might be more productive and miss fewer days of work. Other potential benefits to an Employee Wellness Program include Reduced Stress, and improved morale.

## **PROGRAM OVERVIEW**

### **Vision Statement**

The SC Department of Juvenile Justice will create a Healthy Workforce from Hire to Retire through the implementation of Education and Programs that promote a healthy lifestyle.

## Goals and Objectives

1. **Goal** – Decrease dependency on tobacco products by offering programs on smoking cessation at least quarterly.  
**Objective** – Decrease dependency on tobacco by staff by 10% within 12 months of program implementation.
2. **Goal** – Educate employees about the importance of maintaining a proper weight and maintaining a healthy diet through programs and initiatives.  
**Objective** – To have 20 employees reduce their BMI by one level within 6 months of program implementation.
3. **Goal** – Educate employees about the importance of exercise and the types and use of our equipment at the Employee Wellness Center.  
**Objective** – To increase the regular (3x a week) use of the Employee Wellness Center within in six months by 25%.
4. **Goal** – Educate employees about the seriousness of chronic health conditions to include heart disease, diabetes.  
**Objective** – Sponsor chronic disease workshops quarterly.

## Timelines for Program Implementation

1. Program Proposal will be ready to present to Director of Administrative Services by January 31, 2014
2. Program final draft will be approved by Director by February 14, 2014
3. All positions will be filled and budget in place by April 1, 2014
4. Program implementation will be announced to all staff with all market strategies in place by April 15, 2014.

## Roles and Responsibilities

**Employee Wellness Coordinator** leads the efforts of a cultural change to establish the Department of Juvenile Justice as a model of health and wellness. The Coordinator models wellness and assesses the effectiveness of the agency's employee wellness programs to contribute to the body of knowledge in the health education/wellness disciplines by tracking the measureable impacts on the health of the agency's workforce.

**Wellness Center Attendant** will maintain the cleanliness of the wellness facility, and serve as gym attendant during his/her shift. The attendant will work with the Wellness Coordinator to assist in running programs and documenting use of the facility and specific initiatives. The attendant will also inventory and inspect all equipment for safety and accountability.

**Interns and Volunteers** – Interns/Volunteers from the University of South Carolina will be resources in developing and managing classes, programs and general staffing. We also hope to

tap into volunteers that may have certification in teaching specific classes we would like to offer.

### **Marketing Strategies**

The Wellness Center staff will educate the workplace community about wellness and the various wellness related programs available to the workforce by presenting wellness program information using a variety of media, coordinating an annual health and wellness fair and making educational presentations to management and work units on a periodic basis. The Wellness Center will encourage participation by employees in the Employee Wellness Program by developing and marketing incentive programs.

### **Itemized Budget**

<b>Employee Wellness Program</b>	
<b>Budget</b>	<b>Annual Costs</b>
Salaries and Cleaning	\$55,500.00
Equipment Replacement	\$5,000.00
Equipment Repair	\$2,500.00
Cleaning Supplies	\$2,000.00
Office Supplies	\$1,000.00
Laptop and Aircard	\$600.00
<b>Total</b>	<b>\$66,600.00</b>
<b>One Time Costs (potential initiative)</b>	
Fiber to Bldg	\$10,000.00
Inside Cabling	\$1,000.00
Network Switch	\$5,000.00
<b>Total</b>	<b>\$16,000.00</b>

### **Evaluation Procedures**

The Wellness Center staff will track and communicate the effectiveness of the Employee Wellness Program over time by developing performance measures by tracking and reporting on that data.

## **Summary of Proposal**

The above information is a brief outline of the importance of an Employee Wellness Program. We will be able to develop and implement this program with a minimal budget using a variety of resources mentioned above. We are also going to pursue any grant opportunities that may be available to help fund this program to save on the use of state funding. We believe this program can help with recruitment, employee morale, retention and can lower costs associated with sick leave, lower workers compensation costs and chronic illness issues for employees.

We look forward to developing and managing this program.