



# OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

*Darren M. Popkin, Sheriff*



## GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Fitness and Wellness Program	2.31	09/11/15

**Policy:** The Sheriff's Office employees are encouraged to participate in Montgomery County Government's Fitness and Wellness Program. The program uses a data-driven strategy to promote employee fitness and wellness. The program also offers health screenings, educational seminars and employee incentive programs.

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**I. Montgomery County Employee Fitness and Wellness Program**

Wellness-related classes and programs are available to all benefits-eligible Montgomery County Government employees through the Office of Human Resources. Participation in Montgomery County's Fitness and Wellness Program is voluntary for all Sheriff's Office Employees. **(22.3.3.a)**

**II. Program Coordinator**

Montgomery County employs a trained Fitness and Wellness Program Coordinator. The Program Coordinator is responsible for development of the County's data-driven, wellness program. The Coordinator will also collaborate with departments throughout County Government to design programs for the benefit of all County employees. **(22.3.3.b)**

**III. Individual Health Screening and Fitness Assessment (22.3.3.c)**

The Live Well employee wellness program offers several avenues for individual health screening and fitness assessment, including, but not limited to:

- A. Health Assessments (Health Risk Assessments) which are offered through the County's health insurance plans.
- B. Biometric screenings (cholesterol, glucose, blood pressure) are offered periodically. The Live Well program will periodically install health stations, where employees can check their weight, BMI, and blood pressure at their convenience. Incentives will be offered to encourage employees to regularly check their biometrics.

**IV. Individual Education and Goal Setting (22.3.3.d)**

The Live Well program offers a variety of opportunities for employees to take charge of their health and well-being. Opportunities include, but are not limited to:

- A. Wellness webinars and workshops, during which a variety of health topics are covered on a monthly basis.
- B. On-Demand training is also available through the County's Employee Assistance Program from any computer with internet access, at the employee's (or family member's) convenience.
- C. The "Wellness Wednesday" Program
  - (1) Email-based health tips will be sent to all County employees on a weekly basis.
  - (2) Weekly events on a variety of health and fitness topics are held at various County offices.
- D. Montgomery County employees may participate in a points-based incentive program. Participants in these voluntary programs will be encouraged to track their physical activity, nutrition, and other health-related goals to earn points and financial incentives. Participants will have the ability to complete an integrated Health Assessment, track their biometrics, set personal goals, obtain health information, challenge themselves and others to reach wellness goals, and to participate in County-wide physical activity challenges.
- E. Montgomery County works closely with internal and external partners to provide additional resources to County employees. Health Plan partners facilitate access to health information, nurse advice lines, electronic coaching and lifestyle programs.

**V. Ongoing Support and Evaluation (22.3.3.e)**

The Live Well program currently focuses on participation rates and employee engagement. A survey is administered annually to determine wellness needs, employee interests, and satisfaction. Future analyzation will include assessment of changes in Health Assessment trends, health plan spend, safety and risk-management changes. A variety of resources are available to support individual and organizational well-being:

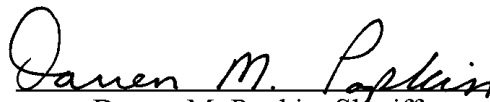
- A. Free and confidential services from the Employee Assistance Program (EAP) are available twenty four (24) hours a day, three hundred sixty five (365) days a year through a third party vendor. Services include up to six (6) free counseling sessions per employee issue as well as work-life balance services, such as financial and legal resources, online will preparation, and assistance with major life changes, to include moving, finding elder/child care as well as planning for retirement. Employees may call 1-855-350-1750 or visit [www.GuidanceResources.com](http://www.GuidanceResources.com) to access this information. When registering online, click the "First Time User" link and enter "MCG" in the "Organization Web ID" field. Other on demand training and information about a variety of physical, mental and emotional health topics are also available electronically from the Office of Human Resources (OHR) website.

- B. Montgomery County offers free fitness classes weekly, at a variety of locations. Class formats include Yoga, Zumba, Boot Camp, as well as several other types of fitness classes.
- C. Montgomery County's Occupational Medical Services team offers flu vaccines for employees on an annual basis at no charge to the employee.
- D. The Live Well program implements special programs and events on a regular basis. Examples of events include; Walk at Lunch Day, the 30 Day Yoga Challenge, nutrition demonstrations, and other programming that strives to enhance the holistic wellbeing of employees.

**VI. CALEA Standards**

22.3.3.a, 22.3.3.b, 22.3.3.c, 22.3.3.d, 22.3.3.e

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