

## HEALTH PROMOTION/HEALTH EDUCATION PROCEDURES

Description and Scope - According to provisions of MS 15.46, the commissioner of the Department of Employee Relations may establish and operate a program of preventive health services for state employees in accordance with the accepted practices of and standards for occupational preventive health services. Specific services will be directed to the work environment and to the health of the employee in relation to the job and will be in cooperation with the Department of Health as well as other private and public community agencies providing health, safety, employment and welfare services.

Objectives - To enhance employee health status and to assist in containing the rising cost of health care:

- by developing and implementing health promotion activities for all state employees.
- by promoting recognition of the value and importance of health education.
- by providing employees and their dependents with the resources and information to maintain and enhance their health and to make appropriate use of the health care system.

### Definitions - Key Terms

"Appointing Authority" means a person or group of persons empowered by the constitution, statute, or executive order to employ persons in or to make appointments to positions in the civil service.

"Health Education Programs" Educational programs, provided by Appointing Authorities and endorsed by the Department of Employee Relations, which will enhance employees' knowledge and understanding of health.

"Exclusive Representative" or "Union" - The officially certified representative of employees for the purpose of meeting and negotiating/ and conferring on terms and conditions of employment.

"Meet and confer" the process of exclusive representatives meeting with management to discuss, rather than negotiate, matters of mutual interest.

"Non-Assigned Job-Related Training" means training that is organizationally approved or permitted but not required.

"Agency" means a department, commission, board, institution, or other employing entity of the civil service.

"Health Promotion Coordinator" is the individual who has been designated by the appointing authority in each agency to organize and implement health promotion activities.

Responsibilities -

A. Appointing Authorities:

- Designate a health promotion coordinator who will assume overall responsibility for the agency health promotion program.
- Develop and implement a health promotion and health education program consistent with the Department of Employee Relations' Policy.
- Meet and confer with local representatives of exclusive representatives to discuss such topics as smoking cessation, weight loss, stress management, health education, self-care and related benefits provided through the State Health Plan and HMO plans.
- Assist employees' participation in health promotion and health education programs.
- Provide opportunities for employees to participate in health education programs that have been endorsed by the Department of Employee Relations.
- Provide for release time, tuition reimbursement or a prorata combination of both for approved training according to Administrative Procedure 21B (Non-assigned training).
- Collect group summary information and other requested data and report to the Department of Employee Relations on an annual basis

B. Department of Employee Relations:

- Develop and communicate a statewide health promotion policy.
- Define core requirements for agency health promotion programs.
- Provide training and resources to assist agencies in developing and implementing health education and health promotion programs, subject to availability of resources.
- Identify and provide available health education resources.
- Provide statewide coordination of health promotion and health education activities.
- Provide overall coordination with exclusive representatives regarding health promotion activities.
- Require health plans participating in the Group Insurance Program to develop and implement health promotion and health education programs for state employees and their dependents.
- Endorse health education and health promotion programs that meet the goals of the overall program and that can be treated as non-assigned job related training for state employees.
- Ensure that health promotion and health education training is approved according to the provisions of Administrative Procedure 21B.

- Approve any exception to the 75 percent reimbursement figure for tuition or registration costs as outlined in Administrative Procedure 21B.
- Collect, store and disseminate accurate, timely data on health promotion activities and generate periodic reports to state agencies

C. Employees:

- Request advance permission from supervisors or managers to participate in endorsed health promotion and health education training.
- Submit proper documentation of course completion

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. Administrative Procedure 21.B - Job-related training.
- B. M.S. § 15.46 - Preventive Health Services for State Employees.
- C. M.S. § 43A.21 - Training Programs
- D. Collective Bargaining Agreements - Insurance article provisions for Health Promotion

