

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 14, 2025	Page 1 of 9
			SUPERSEDES:	NEW ISSUANCE	
			OPI:	EDUCATION, PROGRAMS AND CASE MANAGEMENT	
			REVIEW DATE:	October 14, 2026	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
	NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form				

SUMMARY OF CHANGES:

Section	Change
	NEW ISSUANCE

APPROVED:

Signature on File



Thomas Faust, Director

10/14/2025

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 14, 2025	Page 2 of 9
		SUPERSEDES:	NEW ISSUANCE	
POLICY AND PROCEDURE		REVIEW DATE:	October 14, 2026	
SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form			

1. **PURPOSE AND SCOPE.** The purpose of this policy is to promote the health and wellness of all employees, volunteers and contractors of the D.C. Department of Corrections (DOC). Correctional employees face unique challenges that can significantly impact their overall wellbeing. Research indicates that correctional employees experience high stress levels, burnout, and various behavioral health issues due to the demanding nature of the work environment. Addressing these wellness concerns is essential not only for the employees but also for the overall safety and efficiency of DOC correctional facilities.
2. **POLICY.** It is the policy of DOC to provide resources, benefits, and support mechanisms available to ensure that employees are healthy, resilient, and able to perform their duties effectively.
3. **APPLICABILITY.** This directive applies to all DOC employees, volunteers and contractors. For the sake of reducing redundancy, all applicable parties will be referred to as employees for the remainder of this directive.
4. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, "the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sexual discrimination that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

5. DEFINITIONS

- a. **Behavioral Health-** Behavioral health or mental health encompasses emotional, psychological and social well-being and includes various conditions such as alcohol/substance abuse, anxiety, depression and stress among our employees.
- b. **Financial Wellness-** Financial Wellness is the ability to manage your expenses by making informed short- and long-term financial decisions that result in optimal health. Money stress can affect your productivity and mental wellbeing. Poor financial management can lead to a great sense of insecurity and unhappiness.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 14, 2025	Page 3 of 9
		SUPERSEDES:	NEW ISSUANCE	
POLICY AND PROCEDURE		REVIEW DATE:	October 14, 2026	
SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form			

- c. **Physical Activity-** Physical activity can improve health and reduce chronic conditions such as cardiovascular diseases, cancer, diabetes, hypertension, musculoskeletal and weight management among our employees.
- d. **Preventative Health-** Maintaining or improving employee health is important, but regular check-ups/screenings with your physician is even more vital to staying healthy. These routine visits can also help with prevention, early diagnosis or treatment of cancer, diabetes, hypertension and musculoskeletal conditions.
- e. **Wellness Committee-** A committee of current employees who volunteer their time and effort to assist the Wellness Coordinator (WC) in promoting and supporting the overall well-being of all DOC employees.
- f. **Wellness Coordinator (WC)-** DOC's WC has oversight of the Employee Wellness Program (EWP) and shall work in conjunction with agency executive leadership in the planning, scheduling and coordinating and facilitation of staff events.

6. PROGRAM OBJECTIVES. The expected results of this program are:

- a. **Promote Overall Well-being:** Support employees' physical and behavioral health needs through comprehensive wellness programs.
- b. **Enhance Job Performance:** Ensure that wellness programs contribute to improved job satisfaction, performance, and reduced absenteeism.
- c. **Support Work-Life Balance:** Create initiatives that foster a balance between work responsibilities and personal life. Encourage employees to connect with their families and communities through family bonding and social interaction to help alleviate isolation.
- d. **Foster a Safe and Supportive Environment:** Provide resources to help employees cope with the unique stressors of working in a correctional environment. Cultivate an organizational culture where employees feel safe, supported, and empowered to take care of their health.

7. DIRECTIVES AFFECTED

- a. **Directives Rescinded.** None.
- b. **Directives Referenced**
 - 1) PP 1300.3 HIPAA

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 14, 2025	Page 4 of 9
		SUPERSEDES:	NEW ISSUANCE	
POLICY AND PROCEDURE		REVIEW DATE:	October 14, 2026	
SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form			

- 2) SOP 2500.1-25 Employee Wellness Rooms
- 3) PP 1340.4 Media Public Relations/Scheduling Department
Events/Facility Tours
- 4) PP 3020.4 Fitness for Duty
- 5) PP 5020.1 Entrance & Exit Procedures

8. AUTHORITY

- a. Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. 104-191, 110 Stat. 1936, 45 C.F.R. Parts 160, 162 & 164.
- b. D.C. Code §7-1201 et seq. (Confidentiality of Mental Health Information).
- c. DC Personnel Manual Chapter 6-2050 Employee Assistance Programs.

9. STANDARDS REFERENCED. American Correctional Association (ACA) Performance Based Standards and Expected Practices for Adult Local Detention Facilities (ALDF) 5th Edition: 5-ALDF-7C-04, and 7D-31.

10. ACCOUNTABILITY AND RESPONSIBILITIES

- a. **Department Leadership:** DOC Executive Leadership and agency managers are responsible for creating a supportive environment that encourages employees to utilize wellness services and to model healthy behavior.
- b. **Wellness Coordinator (WC):** DOC's WC has general oversight of the Employee Wellness Program (EWP) within the DOC correctional facilities and shall work in conjunction with agency executive leadership, and collaboration with DCHR Wellness Program (when appropriate) in the planning, scheduling, coordinating and facilitation of staff events. The WC is required to receive approval for all wellness events pursuant to DOC policy PP 1340.4 Media Public Relations/Scheduling Department Event/Facility Tours. The WC shall ensure that all vendors entering the facility as part of an EWP event follow all facility entrance and exit procedures outlined in PP 5020.1 Entrance and Exit Procedures.
- c. **Wellness Committee:** The Wellness Committee plays a vital role in supporting and enhancing the overall wellbeing of DOC staff. This committee is dedicated

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 14, 2025	Page 5 of 9
		SUPERSEDES:	NEW ISSUANCE	
POLICY AND PROCEDURE		REVIEW DATE:	October 14, 2026	
SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form			

to fostering a healthy and productive workforce by promoting programs that address key dimensions of wellness—including behavioral health, physical, financial, and social health. Through its initiatives and events, the committee helps create a supportive environment where employees can thrive both personally and professionally.

- d. **Employees:** DOC employees are encouraged to actively engage in available wellness services and resources to maintain their health and well-being. However, participation remains at their discretion.

11. PROGRAM OUTLINE. The DOC Wellness Program shall consist of the following services, working in collaboration with qualified and specialized service providers:

a. **Physical Activity Support:**

- 1) Fitness and Exercise Programs: Access to on-site gyms, fitness classes, and wellness challenges.
- 2) Preventive Health Screenings: Regular health assessments, including blood pressure, cholesterol, and glucose testing.
- 3) Nutrition Guidance: Access to nutrition counseling, healthy eating seminars, and information about healthy food choices.

b. **Comprehensive Wellness & Behavioral Health Support:**

- 1) District Government Inova Employee Assistance Program: The Inova Employee Assistance Program (EAP) is a comprehensive; employee assistance services provider that offers practical, real-world solutions to employee life issues that may derail productivity and satisfaction. Inova's 24/7 EAP hotline number is 800.346.0110, and convenient online resources to provide employees with easy, confidential access to professionals and resources includes:

- Confidential counseling;
- Legal services;
- Financial services;
- Savings center;
- Identity theft services;

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 14, 2025	Page 6 of 9
		SUPERSEDES:	NEW ISSUANCE	
POLICY AND PROCEDURE		REVIEW DATE:	October 14, 2026	
SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form			

- Webinar training;
- Work Life referral services for child and elder care, home repairs, pet care and more;
- Wellness coaching; and
- Lactation support

Please refer to the EAP Support and Resources form for further details on this list. (Attachment A).

District employees can log onto the Inova Employee Assistance member site via the DC Government intranet at: <https://dchr.in.dc.gov/page/inova-employee-assistance-program>. Employees and their household can use the “The Scheduler” feature to schedule intake appointments directly through the iConnectYou app or www.inova.org/eap (iConnectYou Code: 38678; Inova Username: dcgov Password: dcgov).

- 2) Stress Management Workshops: Programs focused on relaxation techniques, mindfulness, and other strategies to handle stress.
 - 3) Financial Wellness: Promote programs and services offered by the DC Department of Insurance, Securities and Banking and its Financially Fit DC at Work Program to highlight services, benefits tools and trainings available to all District Government employees and their families such as:
 - a) Retirement Options and Plans
 - b) DC College Savings Plan
 - c) DC Unclaimed Property
 - d) Employee Assistance Program
 - e) Home Purchase Assistance Program (HPAP)
- c. **Work-Life Balance:**
- 1) Disseminate weekly health tips to encourage self-care, work life balance, family connections, daily meditation, or journaling.
 - 2) Distribute a monthly newsletter updating staff on wellness events, awareness months, related activities, and other health related news.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 14, 2025	Page 7 of 9
		SUPERSEDES:	NEW ISSUANCE	
POLICY AND PROCEDURE		REVIEW DATE:	October 14, 2026	
SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form			

- 3) Conduct work-life balance training for staff during pre-service and in-service training.
- 4) The DOC WC will utilize Roll Calls, Housing Unit/Office visits and internal agency communications methods to bring awareness to staff regarding all of the EWP events and resources.

d. **Health and Wellness Education:**

- 1) Wellness Events: Monthly events focused on showing staff appreciation, providing opportunities for employees to relax, and fostering a sense of community and camaraderie.
- 2) Peer Support Networks: Establishing peer wellness programs where employees can share tips and experiences with one another.

12. PROCEDURES

a. **Self-referral**

- 1) Employees may seek wellness services by contacting the wellness coordinator directly. The WC is accessible from 7 AM to 3:30 PM, Monday through Friday. However, you can leave an email at DOC.Wellness@dc.gov text, or voice message at any time at (202) 600-1473, and a response will be provided within 24 hours, or the next business day. The WC will document the call being received and resources being provided.
- 2) In the event of a medical emergency, employees should call 911 or go to the nearest emergency room immediately.
- 3) Employees are encouraged to contact EAP through the TPA confidential call number listed above in §11.b. if counseling services are needed.

- b. **Supervisory Referral.** Managers and supervisors may also refer employees to the wellness department or Inova if the employee has been involved in a traumatic event at work, such as an assault on that staff person, an inmate suicide, etc.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 14, 2025	Page 8 of 9
		SUPERSEDES:	NEW ISSUANCE	
POLICY AND PROCEDURE		REVIEW DATE:	October 14, 2026	
SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form			

13. FITNESS FOR DUTY REPORTING AND HIPAA COMPLIANCE MEASURES. Per DOC policy PP 3020.4, Fitness for Duty, DOC has a duty to report to DOC Human Resources any employee whose conduct or performance raises concerns or poses a safety and security threat to themselves or others. Reporting any and all deficiencies will incite a request for a Fitness for Duty evaluation. Any personal health information disclosed will be kept private in accordance with DOC Policy and Procedure 1300.3 HIPAA and applicable laws and regulations (e.g., HIPAA). Employees are encouraged to use wellness services without fear of discrimination or retaliation.

14. EMPLOYEE ENGAGEMENT AND PARTICIPATION

- a. **Voluntary Participation:** Participation in wellness programs is voluntary. Employees are encouraged, but not required, to take part in wellness initiatives.
- b. **Feedback and Evaluation:** The WC will conduct surveys during each event and gather feedback from employees to evaluate the effectiveness of wellness programs.

15. PROGRAM ACCESSIBILITY

- a. **Accessible Locations:** Wellness resources, such as wellness rooms and fitness centers, will be made accessible.
- b. **Language and Cultural Sensitivity:** Wellness programs will be designed to accommodate diverse cultural and linguistic needs, ensuring all employees have equitable access to services.

16. REPORTING AND IMPROVEMENT. Wellness Metrics and Reports: The WC shall compile metrics and report out to DOC's Strategic Planning and Analysis (SPA) division. Findings shall be compiled in a quarterly evaluation report to address areas for strategic improvement plans and potentially increase services in areas that are more frequently utilized or requested. Based on these measures, adjustments will be made to meet evolving needs. The WC will provide reports to their immediate supervisor on program participation rates, and employee satisfaction.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	October 14, 2025	Page 9 of 9
		SUPERSEDES:	NEW ISSUANCE	
		REVIEW DATE:	October 14, 2026	
SUBJECT:	EMPLOYEE WELLNESS PROGRAM (EWP)			
NUMBER:	2500.1			
Attachments:	Attachment A – EAP Support and Resources Form			

- 17. TRAINING.** The WC shall deliver training during pre-service and annual in-service at the Center for Professional Development and Learning regarding the objectives, services, events, and accessibility of the Wellness Program to staff. The WC shall, in conjunction with the Communications Department provide publications in electronic or written format to promote good mental and physical health, stress management, healthy lifestyle choices, emotional well-being, work-life balance, and creating a positive work environment.

DOC/PP2500.1/10/14/2025/OPP

Inova Employee Assistance Program provides support and resources

This benefit is available to you and your household members

Confidential counseling

Our short-term counseling services can help you find solutions to problems ranging from family or workplace frustrations. Our licensed professional employee assistance program providers will listen to your concerns, define the problem, and refer you to a telephonic, virtual or in-person counseling and other resources for:

- Stress, anxiety and depression
- Substance abuse
- Relationship/marital conflicts
- Grief and loss

Financial services

Speak with a financial planner on a wide range of financial issues. Financial information, tools and calculators are also available on our website. Unlimited sessions are available in a variety of topics:

- Getting out of debt
- Retirement
- Estate planning
- Tax questions

Online resources

Inova Employee Assistance Program offers an interactive online service that provides 24-hour access to an extensive library of nationwide work-life resources and interactive tools including:

- Savings discount center
- Relocation center
- Monthly online seminars
- 24-hour instant messaging access to a work-life consultant

Legal services

Inova Employee Assistance Program offers a free 30-minute consultation with an in-network attorney and a 25% discount on the attorney's hourly rate.

Call about:

- Divorce and family law
- Debt and bankruptcy
- Real estate
- Civil and criminal
- Wills and trusts

Work-life referral services

Our work-life consultants will assess your needs, pinpoint appropriate resources and suggest guidelines for evaluating those resources. We will also follow up to ensure your satisfaction with our services. Our consultants can locate resources in a variety of areas including:

Childcare, which includes:

- Day care
- Summer camp
- Au pair agencies

Elder Care, which includes:

- Assisted living
- Home health
- Nursing homes

Education information, which includes:

- Schools and educational consultants
- Financial aid and scholarships

Health and wellness services, which includes:

- Holistic care
- Exercise classes
- Nutritional counselors
- Personal trainers

Inova Employee Assistance Program is here to help

Confidential assistance, 24/7

TDD# for the hearing impaired

Access to online resources and services

800.346.0110

877.845.6465

Inova.org/EAP

Username: **dcgov**

Password: **dcgov**

iConnectYou: **38678**