

Arkansas Department of Health Policy and Procedure for
ARKANSAS HEALTHY EMPLOYEE LIFESTYLE PROGRAM (AHELP)

Definitions

State Agency - a department, agency, bureau, including the Bureau of Legislative Research, board, or commission of any branch of state government.

State Employee - a full-time employee of the State of Arkansas or any branch, department, agency, board, bureau, including the Bureau of Legislative Research, or commission of any branch of state government.

Healthy Employee Lifestyle Program or HELP - the incentive program of the Department of Health that rewards regular exercise, good nutrition, and other healthy lifestyle choices.

Granted – the date in which the participant selects the incentive in the AHELP web-tracking program.

Calendar year – January 1 through December 31.

Policy:

The Arkansas Department of Health:

- Makes the “Arkansas Healthy Employee Lifestyle Program“ available to all state agency Directors.
- Assists the state agencies in implementation of the program.

State agency Directors shall consider making the Arkansas Healthy Employee Lifestyle Program available to the agency's employees.

At the discretion of the state agency Director:

- An employee may be granted paid leave of up to three days per calendar year for satisfactory compliance with the Arkansas Healthy Employee Lifestyle Program.
- The leave will be used in the calendar year in which it was granted.
- The leave is not compensable at termination.

Each agency shall identify and maintain, if practicable, in or near each agency building, an area or areas that employees may use for walking exercise.

The Arkansas Department of Health has an “Arkansas Healthy Employee Lifestyle Program” (AHELP) website. Employees who participate in the AHELP on-line program will be more aware of:

- Making appropriate nutritional choices.
- Understanding the importance of maintaining a healthy weight.
- Understanding the benefits of regular physical activity.
- Understanding the need to reduce/cease tobacco use.
- Understanding the importance of regular medical screenings.

The AHELP website allows participants to earn points for positive lifestyle activities and behaviors. Points are awarded according to the time spent performing activities such as:

- Cardiovascular exercises/physical activity
- Strength and flexibility exercises
- Consumption of healthy servings of fruits and vegetables daily
- Annual health assessments
- Remaining tobacco free

Employees who participate in the program will be able to purchase paid leave with the AHELP points they earn and with the approval of their supervisor.

Employees may participate in the “Arkansas Healthy Employee Lifestyle Program” by logging on to the AHELP web site and following the instructions to establish individual profiles and entering positive lifestyle activities and behaviors. The system automatically calculates daily points as well as tracking total points awarded.

Accumulated points transfer across participating state agencies/institutions.

AHELP Leave Incentive Redemption Process

1. The time-off incentive is limited by ACA 21-4-106, and the participating employee must meet the requirements for BOTH total number of points AND the time in which they are earned. The necessary points for redemption must have been earned within the 52 weeks prior to the date of requesting/redeeming the points.
2. The computer program determines if the points were earned in the time frame necessary. If the participant receives the message “You have not earned enough points within the specified time to earn this prize,” the participant may not redeem the requested time-off. The participant may request a lesser amount of time off if the requirements of total points earned within the specified time are met.

Redemption of Points	
Total Points	Leave Accrued
600	1 Hour (See Note.)
4750	8 Hours
5320	16 Hours
5890	24 Hours
<u>Note:</u> One hour of leave may be taken up to four times every 52 weeks.	

Explanation of Points

- Tobacco – Participants earn points for every day they are tobacco free.
- Fruits and Vegetables – Participants earn points depending on their daily intake.
- Physical Activity - Participants earn points depending on the amount of time spent performing an aerobic or strength training physical Activity.
- Doctor Recommended/Age Appropriate Screenings – Participants can earn points annually for completing the screenings.
- Annual Health Risk Assessment (HRA) – Participants can earn points annually for completing the required HRA.

Redeeming Time-Off

The Participant:

1. Prior to choosing the leave time incentive in the AHELP web-tracking system, must consider the restraints as defined in the policy for the leave (time must be used in the calendar year in which it was granted). Granted is defined as the date in which the participant selects the incentive in the AHELP web-tracking program. Once the leave incentive is chosen, the system will number and date the certificate for the leave.
2. Prints the certificate.
3. Attaches the Employee Request for Leave (HR-1120) with the certificate.
4. Schedules and receives the supervisor's approval for leave time.
5. Gives the HR-1120 with certificate to his/her timekeeper.
6. Makes a copy of both for personal records.

The Supervisor:

1. Gives approval of the earned leave in the same manner as any other leave time.
2. Should be aware of the time restraints of the leave (Use in the calendar year January 1through December 31).

Note: Once the supervisor approves the leave, it must be used within that calendar year.

The Timekeeper:

1. Receives the dated and numbered certificate attached to the HR-1120 which has been approved by the supervisor.
2. Makes sure the leave code reads "AHELP" and is entered under "Other" – along with the increment of time the employee is requesting.
3. Gives a copy of the redemption certificate to the AHELP Leader/Coordinator and maintains on file.
4. Enters AHELP leave time on the weekly CAT2: timesheet as "HELP" after the day(s) are taken.

Loss of AHELP Points for Leave

The AHELP point keeping system is designed to recognize the points accumulated for each participant for the past 52 weeks of the date the participant is redeeming leave. If a participant has accumulated 4750 points (the total number of points needed to exchange for one day of leave) within the last 52 weeks, he/she can print the certificate. Supervisors approve the days requested based on usual leave request practices. The same holds true for two days leave (5320 points required) or three days leave (5890 points required).

The point system intentionally requires a high number of points. Individual participants have to demonstrate a serious commitment to a "healthy" lifestyle, which will show in the number of points he/she accrues toward the incentive.

An alternative to a whole day of leave can be achieved by allowing for an hour's leave (600 points required) up to 4 times within 52 weeks. The 4 hours leave are part of the total 3 days maximum leave per year.

Once a participant has earned and exchanged his/her points for leave and printed the certificate, the actual leave that the participant is away from the job is entirely at the discretion of the participant's supervisor. Agency, board, and/or commission policy and procedures governing leave are in no way altered by the use of leave time earned as a part of the AHELP system.