

## **Policy and Procedures Manual**

### **Section 106.0.0 Arkansas Healthy Employee Lifestyle Program (AHELP) ACA 21-4-106 Added by Act 724 of 2005, effective 12 August 2005**

#### **Section 106.1.0 Definitions**

As used in this section:

- 1) "State Agency" means a department, agency, bureau, including the Bureau of Legislative Research, board, or commission of any branch of state government
- 2) "State Employee" means 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
- 3) "Healthy Employee Lifestyle Program or HELP" means the incentive program of the Department of Health that will reward regular exercise, good nutrition, and other healthy lifestyle choices

#### **Section 106.2.0**

A. The Arkansas Department of Health will:

1. Make the "Healthy Employee Lifestyle Program " available to all Agency Directors
2. Assist the agencies in implementation of the program

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

#### **Section 106.3.0**

A. At the discretion of the Agency Director;

1. An employee may be granted paid leave of up to three (3) days per calendar year for satisfactory compliance with the Healthy Employee Lifestyle Program.
2. The leave shall be used in the calendar year in which it was granted.
3. The leave is not compensable at termination.

B. 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.

#### **Section 106.4.0**

A. The Arkansas Department of Health has established the "Arkansas Healthy Employee Lifestyle Program" (AHELP) web site. Employees who participate in the AHELP on-line program will be more aware of:

1. Appropriate nutritional choices

2. The importance of maintaining a healthy weight
3. The benefits of regular physical activity
4. The need to reduce/cease tobacco use
5. The importance of regular medical screenings

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

1. cardiovascular exercises
2. strength and flexibility exercises
3. consumption of healthy servings of fruits and vegetables daily
4. annual health assessments
5. remaining tobacco free

C. 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.

D. 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.

E. Accumulated points will transfer across participating state agencies/institutions.

**Section 106.5.0**

**A. 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 will determine 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.

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

## B. Explanation of Points

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

## Section 106.6.0

### A. Redeeming Time-Off

1. Participant will obtain their supervisor's approval for earned leave using the "Employee Request for Leave" form. After the supervisor has given signed permission for the earned AHELP leave, the participant must use the earned leave within the calendar year (January 1-December 31).
2. Using the AHELP web site the participant will print the redemption certificate.
3. Participant will attach certificate of the earned leave to the signed "Employee Request for Leave" form.
4. Agency timekeeper will annotate the leave taken.

B. 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 will 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.

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

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

E. 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.