
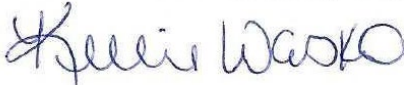


<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES</p>		POLICY NUMBER	PAGE NUMBER
		200-02	1 OF 2
		DISTRIBUTION:	Public
		SUBJECT:	Employee Wellness
RELATED STANDARDS:	None.	EFFECTIVE DATE:	June 01, 2024
		SUPERSESSSION:	New Policy
DESCRIPTION: Personnel	REVIEW MONTH: May	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to offer employees access to ongoing wellness initiatives to enhance all aspects of employees and their families' lives. The DOC encourages and supports employee participation and engagement in health and wellness activities.

II. PURPOSE

The purpose of this policy is to ensure that staff are the South Dakota Department of Correction's most valuable resource. Staff wellness is promoted to improve the overall health and well-being of DOC employees in alignment with the eight dimensions of wellness and to increase employee retention.

III. DEFINITIONS

Department of Corrections Wellness Committee:

A centralized committee that organizes and supports a culture of staff wellness.

Eight Dimensions of Wellness:

Emotional, spiritual, intellectual, physical, environmental, financial, occupational, and social wellness.

Wellness Events:

Initiatives encouraged by the Department of Corrections Wellness Committee.

IV. PROCEDURES

1. Overview:

- A. All staff shall be notified of on-going wellness events.
- B. Employee participation in any wellness event is voluntary and shall not supersede essential job functions.
 1. Wellness events shall not interfere with safety, security, or supervision.
 2. Wellness events may not be limited to state property or working hours.
 3. Wellness events may not be available at all work sites. Each division must make every effort to encourage the eight dimensions of wellness beyond offered events.

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C. Employee Wellness Committee.

1. The Employee Wellness Committee is comprised of members appointed by the DOC Executive Team. Each division shall be represented including Prison Operations, Parole, Juvenile Community Corrections, Finance & Administration, and Clinical & Correctional Services.
2. The Employee Wellness Committee shall carry out the following responsibilities:
 - a. Oversee wellness events and ensure they align with the eight dimensions of wellness.
 - b. Encourage a department-wide culture of wellness through organized monthly wellness events.
 - c. Solicit employee input on an annual basis regarding the enhancement of staff wellness.

V. RESPONSIBILITY

It is the responsibility of the deputy secretary of Corrections to review this policy annually.

VI. AUTHORITY

None.

VII. HISTORY

June 2024 – New Policy

ATTACHMENTS *(*Indicates document opens externally)*

1. DOC Policy Implementation / Adjustments