



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

**MICHAEL F. EASLEY
GOVERNOR**

**THOMAS H. WRIGHT
STATE PERSONNEL DIRECTOR**

March 3, 2008

Dear University Chancellors:

The State of North Carolina recognizes the importance of healthy employees. In an effort to support and encourage all State and University employees to adopt a healthy lifestyle, the Office of State Personnel (OSP) has established a Worksite Wellness Policy that became effective February 1, 2008. The State Health Plan (SHP) and OSP will guide and assist universities in creating an employee wellness infrastructure. We are asking for your assistance to lay the foundation that will directly affect your capacity for creating and sustaining a successful worksite wellness program.

Attached is a copy of the OSP Worksite Wellness Policy that describes basic program components and established guidelines for implementing and maintaining the policy in your university. Worksite Wellness resources may be viewed on the State Health Plan's web site at www.shpnc.org/worksite-wellness.html.

At this time, we ask you to send an announcement to your employees to inform them of this new policy and affirm your university's support for employee wellness. For your convenience, we have attached a sample announcement letter.

We ask you to designate a campus Wellness Leader, as described in the Worksite Wellness Policy. Attached are recommended criteria for selecting a Wellness Leader and an overview of leader responsibilities. In the near future, Wellness Leaders will be provided with guidelines and training to help them understand their role. We also ask that you provide the State Health Plan with your Wellness Leader contact information by March 31, 2008, by using the following link to enter the requested information: <http://ncpandata.net/worksitewellness>. If you have questions, please contact Suzanna Young, a member of the Worksite Wellness Policy Outreach Team, at 919-707-5204 (email suzanna.young@ncmail.net).

We are excited about the positive benefits of a successful worksite wellness program for University employees and their families. Thank you for supporting this important initiative.

Sincerely,

Handwritten signature of Erskine B. Bowles in black ink.

Erskine B. Bowles
President
University of North Carolina

Handwritten signature of Thomas H. Wright in black ink.

Thomas H. Wright
State Personnel Director
NC Office of State Personnel

Handwritten signature of George C. Stokes in black ink.

George C. Stokes
Executive Administrator
North Carolina State Health Plan

Attachments

cc: University Human Resources Directors