

Sample Outline for Developing an Organizational Employee Wellness Plan:

Program Purpose

This voluntary program of formal and informal activities is designed to improve the health and well-being of all employees and reduce or eliminate personal problems affecting employee health and work productivity.

Program Objectives

Primary Goal

The _____ Employee Wellness Program will strive to increase the well-being and productivity of all employees, through the enhancement of all aspects of health. The program seeks to increase awareness of positive health behaviors, to motivate employees to voluntarily adopt healthier behaviors and to provide opportunities and a supportive environment to foster positive lifestyle changes.

Measurable Outcome/Impact Objectives for FY _____

Employee Wellness Program Objectives for FY _____

By the end of FY____, ___% of _____ employees returning surveys will report they are aware that the Wellness Program is available at _____.

By the end of FY _____, ___% of employees returning surveys will report that having the Wellness Program available contributes to a more positive work climate.

By the end of FY_____, _____% of employees returning surveys will report that they have participated in at least one wellness activity.

By the end of FY _____, at least _____% of employees who have participated in “Awareness” activities will report that the activities increase their knowledge about healthy lifestyle behaviors.

By the end of FY _____, at least _____% of employees who have participated in “Awareness” activities will report that the activities increase their motivation to adopt healthy lifestyle behaviors.

By the end of FY _____, at least _____% of employees who regularly participated in “Lifestyle Change” activities will report that they maintained the activity for at least 3 months.

By the end of FY _____, at least _____% of _____ employees will report that the Wellness Program is sensitive to the needs and interests of employees.

Survey of Employee Needs

Employees were surveyed to gather data on the interest in wellness activities, types of events, topics of interest, and preferred cost and times for activities. In summary, the following results were noted: _____

Eligibility Requirements

All employees are eligible for voluntary participation in the wellness activities.

Family members are eligible to participate per guidelines set by the organization.

Use of Facilities

Wellness program activities will take place in designated space. This may include conference rooms and other available onsite indoor and outdoor areas as well as off site locations.

Providers of Instruction

Providers of instruction or services for the wellness program will include (health educators, nutritionists, mental health professionals, certified fitness instructors, qualified yoga instructors, and registered massage therapists.)

Only persons with accepted degrees or recognized training/certification will be selected. All providers’ qualifications will be reviewed by the Wellness Coordinator to ensure the highest standards are met.

- All leaders of vigorous exercise will meet all required criteria including current CPR certification, personal liability insurance, and certification from an appropriate fitness instructor-certifying agency.
- In the case that an employee meets the requirements for becoming a provider of services, that employee will perform those services at no cost if delivered during normal working hours, or may charge a fee if the services are delivered during non-working hours such as lunch or after work. In no case will employees receive compensation for providing services during the time they are being paid by the state.

□ **Program Content**

The Wellness Program will consist of activities which include awareness, lifestyle change, and supportive environment. Depending on availability of funds and personnel support, the activities in each area may include, but not be limited to:

- Awareness:
 - Wellness bulletin boards
 - Periodic coverage of activities in employee newsletters
 - One-time events, such as Great American Smokeout and National Employee Health and Fitness Day
 - Occasional education events
- Lifestyle change:
 - Aerobics classes
 - Use of Fitness Rooms
 - Yoga classes
 - Chair Massages
 - Referral to services by Employee Assistance Programs
- Supportive Environment:
 - Continued encouragement for cafeteria/vending machines to offer healthy food options
 - Smoke-free environment policy
 - Policies and physical facilities that encourage physical activity
- All employees who participate in vigorous exercise must complete the Participation in Physical Fitness Program informed consent form, and the Physical Fitness Readiness Questionnaire before beginning classes. These forms are distributed by, and returned to the Wellness Coordinator or their representative, to be kept on file.

□ **Program Costs**

- Personnel costs
- Facilities modification
- Providers of instruction/services, awareness, lifestyle change, supportive environment activities
- Equipment and supplies
- Incentives/Awards
- Costs may be allowed for items such as memberships in health clubs, sports leagues/team registration or medical screening services.
- For ongoing lifestyle change activities hosted on-site, such as aerobics, massage therapy or yoga classes, employees will pay all costs associated with the instruction directly to the instructor.
- Employee Assistance Program.

Program Scheduling

- Wellness activities may be scheduled during the following normal work times:
 - before work
 - during work
 - between work (lunch)
 - after work.
- Flexible schedules are allowed in order to provide adequate time to participate in wellness activities.

Program Coordination

- A Wellness Coordinator has been designated
- A Wellness Committee has been established to plan, direct and implement wellness activities.

Expected Results

- It is expected that employees will report that the availability of wellness activities contributes to a positive work environment and healthier behavior.
- Methods for monitoring and evaluating the programs will include at least the following:

- Periodic employee-wide surveys to assess awareness of, participation in, and satisfaction with the program.
- Reports of participation in the various lifestyle and awareness activities offered throughout the year.
- Monthly reports on types and numbers of programs offered.
- Employee focus groups, surveys, and suggestion boxes for obtaining quantitative and qualitative employee input into program activities.
- Session evaluation forms will be completed by participants for educational events.
- Employees may complete a health risk appraisal periodically to assess adoption of healthy behaviors.