

Developing an Organizational Employee Wellness Plan

Sample Outline

This outline is intended to be a starting point to guide state agencies in developing their own agency-specific wellness plan. The provided outline addresses specific points to consider in developing the agency plan, but each agency will need to add additional content to define adequately what and how each activity will be implemented in the agency. While the outline is presented in this format for ease of reading and brevity, a more narrative format is recommended to serve as the actual agency wellness plan.

Additionally in some sections, such as Program Objectives and Program Content, the outline provides suggested objectives or program content for agencies to consider. In these sections, agency wellness planners may need to delete or add language to reflect agency-specific objectives and content.

If you have any questions about the outline or developing your wellness plan, please contact:

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[State Agency Name] Wellness Plan

FY _____ to FY _____

I. 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 health issues affecting employee health and work productivity.

II. Program Objectives

A. Primary Goal

1. The Employee Wellness Program will strive to increase the well-being and productivity of all employees by enhancing 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.

B. Measurable Outcome/Impact Objectives for FY _____

C. Employee Wellness Program Objectives for FY _____

1. By the end of FY_____, _____% of _____ employees returning surveys will report they are aware that a wellness program is available at _____.
2. By the end of FY _____, _____% of employees returning surveys will report that having an available wellness program contributes to a more positive work climate.
3. By the end of FY_____, _____% of employees returning surveys will report that they have participated in at least one wellness activity.
4. 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.
5. 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.
6. 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.

7. By the end of FY ____, at least ____% of ____ employees will report that they meet current physical activity recommendations (At least 30 minutes per day of moderate to vigorous physical activity on 5 days of the week).
8. By the end of FY ____, at least ____% of ____ employees will report that they eat fruits and vegetables 5 or more times per day.
9. By the end of FY ____, the proportion of employees who smoke will be reduced by ____%.
10. By the end of FY ____, at least ____% of ____ employees will report that they know their systolic and diastolic blood pressure.
11. By the end of FY ____, at least ____% of ____ employees will report that they know their total cholesterol and LDL cholesterol levels.
12. By the end of FY ____, at least ____% of employees will report that the stress management programs and education provided through the wellness program successfully helped them reduce their level of stress.
13. By the end of FY ____, at least ____% of mothers of young children will report that their ____ worksite environment and policies supported their efforts to begin and/or continue breastfeeding.

III. Survey of Employee Needs

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

IV. Eligibility Requirements

- A. All employees are eligible for voluntary participation in the wellness activities.
- B. Family members are eligible to participate per guidelines set by the organization: ____

V. Use of Facilities

- A. Wellness program activities will take place in appropriate designated spaces. This may include conference rooms and other available on-site indoor and outdoor areas as well as off-site locations.

VI. Providers of Instruction

- A. Providers of instruction or services for the wellness program will include:(health educators, nutritionists, mental health professionals, certified fitness instructors, qualified yoga instructors, registered massage therapists, and others as appropriate to the agency plan).
- B. Only persons with accepted degrees or recognized training/certification will be selected. The agency wellness coordinator will review providers' qualifications to ensure the highest standards are met.
- C. 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.
- D. 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.

VII. Program Content

- A. The Wellness Program will focus on the priority objectives of:
 - 1. Increasing the use of preventive screenings and services
 - 2. Improving healthy eating among employees
 - 3. Increasing physical activity among employees
 - 4. Improving tobacco prevention and cessation policies and benefits
 - 5. Improving stress management among employees
 - 6. Increasing the use of Employee Assistance Program benefits
 - 7. Improving support for mothers who choose to breastfeed
- B. The Wellness Program will consist of activities which include awareness, lifestyle change, and supportive policy/ environment. Depending on availability of funds and personnel support, the activities in each area may include, but are not limited to:
 - 1. Awareness:
 - a) Wellness notices and e-mails
 - b) Periodic coverage of activities in employee newsletters

- c) One-time events, such as The Great American Smokeout and National Employee Health and Fitness Day
 - d) Occasional education events or series
2. Lifestyle Change:
- a) Participation in the Texas Round-Up state agency challenge
 - b) Aerobics classes
 - c) Use of Fitness Rooms
 - d) Yoga classes
 - e) Chair Massages
 - f) Referral to services by Employee Assistance Programs
3. Supportive Policy and Environment:
- a) Eight hours of additional leave each year for completing a health risk assessment and receiving a physical examination
 - b) Thirty minutes during normal work hours to exercise three times per week
 - c) Continued encouragement for cafeteria/vending machines to offer healthy food options
 - d) Smoke-free environment policy
 - e) Physical facilities that encourage physical activity
 - f) Policies and physical facilities that encourage beginning and/or continuing breastfeeding among mothers of young children
- C. 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.

VIII. Program Costs

- A. Personnel costs: \$_____
- B. Facilities modification: \$_____
- C. Providers of instruction/services, awareness, lifestyle change, supportive environment activities: \$_____
- D. Equipment and supplies: \$_____
- E. Incentives/Awards: \$_____

- F. Costs may be allowed for onsite preventive screenings and/or services:
\$_____
- G. 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.
- H. Employee Assistance Program: \$_____

IX. Program Scheduling

- A. Wellness activities may be scheduled during the following times:
 - 1. before work
 - 2. during work, provided scheduling and workload needs of the agency are met
 - 3. between work (lunch and breaks)
 - 4. after work
- B. Managers are encouraged to allow flexible schedules in order to provide adequate time for employees to participate in wellness activities.

X. Program Coordination

- A. A wellness coordinator has been designated: _____
- B. A wellness committee has been established to plan, direct, and implement wellness activities. The Wellness Committee is composed of: _____
- C. Employees are allowed to participate in Wellness Committee activities for two or more hours each month as necessary to implement the wellness program.

XI. Expected Results

- A. Employees will report that the availability of wellness activities contributes to a positive work environment and healthier behavior.
- B. Objectives outlined in the Program Objectives section will be met in accordance with the evaluation timeline.
- C. Subsequent health risk assessment will show decreased risk factors among employees.
- D. Methods for monitoring and evaluating the programs will include at least the following:

1. Periodic agency-wide employee surveys to assess awareness of, participation in, and satisfaction with the program
2. Reports of participation in the various lifestyle and awareness activities offered throughout the year
3. Monthly reports on types and numbers of programs offered
4. Employee focus groups, surveys, and suggestion boxes for obtaining quantitative and qualitative employee input into program activities
5. Session evaluation forms completed by participants for educational events
6. Health risks appraisal periodically completed to assess adoption of healthy behaviors

E. The evaluation plan and timeline will:

1. Establish baseline data: _____
2. Give employees periodic surveys: _____
3. Use employee health risk assessments to be completed each year and aggregate data analyzed by: _____
4. Evaluate each program, initiative or new policy immediately prior to implementation (baseline measures), immediately following completion, and 90 days following completion. Ongoing or long-term lifestyle change activities (6-weeks or longer) will also include periodic evaluation as appropriate throughout the program