




MEMORANDUM

DATE: May 3, 2022
TO: Department Heads
Departmental Personnel Officers
FROM: Carol Isen, Human Resources Director 
SUBJECT: Prioritizing the Health and Well-Being of all City Employees

The City and County of San Francisco recognizes that in order to best serve the residents of San Francisco, we must prioritize the well-being of our employees. For that reason, we are encouraging employees to participate in programs designed to improve mental health, prevent long-term disease, and support employees to be more present and focused both at work and home. These efforts are part of our shared effort to build a culture of employee wellness.

Wellness in the workplace is critical because time spent at work constitutes a significant portion of an employee's waking hours on any given workday. Work environments, work culture, and our co-workers can influence choices made during the workday, such as what to eat for lunch and what to do on a break. These decisions can have a significant impact on the health of each individual.

Developing a culture of wellness requires support from leadership, which is why we need your help. We are asking you to support your department staff in making healthy choices and achieving their health goals. Support may look like starting a buddy system where co-workers encourage each other to choose healthy meals, encouraging attending citywide stretching or mindfulness breaks, organizing walks during employee lunch breaks, or participating in a healthy challenge or activity together.

The San Francisco Health Services System (SF HSS) offers a range of options to support employee well-being, including programs that support mental and emotional well-being, stress management, physical activity and movement, nutrition, and preventive care. In addition, most departments have one or more "Well-Being Champions" to provide well-being activities to employees. Please sign-up to participate and encourage your co-workers to participate as well. Department Well-Being Champions can share a list of the available well-being resources such as:

- **Employee Assistance Program (EAP)**
 - Free, confidential, and voluntary counseling services
 - Individual consultations and referrals
 - Organizational servicesFor more information visit: <https://sfhss.org/eap>
- **Diabetes Prevention Program (DPP)** – This year long program developed by the Centers for Disease Control and Prevention (CDC) can support employees with making lifestyle changes to lose weight, improve overall health, and reduce the risk for type-2 diabetes.

- **Healthy Habits Program** - Guided discussions led by a Lifestyle Coach on healthy behaviors for nutrition, exercise, stress, sleep, and staying motivated.
- **Lifestyle Coaching** – Employees can create healthy habits and stay motivated in their wellness routine with the support of a Lifestyle Coach.
- **Group Exercise Classes** – FREE movement classes such as Pilates, Bootcamp, Zumba, etc.
- **Workshops and Seminars** – Stress First Aid, Resiliency, Mental Health First Aid and more.

Learn more about well-being benefits and resources by visiting <https://sfhss.org/well-being>.

All employees may use floating holidays, vacation, sick and compensatory time off (CTO) to participate in well-being programs and activities. Employees may also work with their supervisor for a flexible schedule arrangement where operationally feasible, to participate in certain well-being programs or activities.

The appropriate use of sick leave is detailed in the Civil Service Commission Rules and the City's [Employee Handbook](#). Sick leave is not generally available for well-being activities unless the activity is delivered or led by a licensed medical professional.

The following chart provides examples of when paid leave or flex time is appropriate:

Activity	Approximate Length of Time	Type of Time
Biometric Screening	30 minutes (15 minute appointments)	Flexible scheduling, sick leave, vacation, floating holiday, CTO
Flu Shots	20 minutes (10 minute appointments)	Flexible scheduling, sick leave, vacation, floating holiday, CTO
Lifestyle Coaching	30 minutes (20 minute appointments)	Flexible scheduling, vacation, floating holiday, CTO
Interactive Seminars (aka Lunch and Learns)	60 minutes (45 minute presentations)	Flexible scheduling, vacation, floating holiday, CTO
Tobacco Cessation Classes/ Weight Management Classes (DPP and Healthy Habits)	2-3 hours – 7-10 days	Flexible scheduling, vacation, floating holiday, CTO
Classes Offered by Medical Provider or Health Plan	2 hours	Sick leave, vacation, floating holiday, CTO
Employee Assistance Program (EAP) Counseling	60 minutes	Sick leave, vacation, floating holiday, CTO
EAP Work-Related Training Programs	1-8 hours depending on the training	Work time if assigned by a supervisor to attend for work-related purposes, vacation, floating holiday, CTO

Please contact Mawuli Tugbenyoh, Deputy Director of Policy and External Affairs at mawuli.tugbenyoh@sfgov.org for any questions related to this policy.