



Time for Well-Being

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Agenda



Better Every Day.

- Well-Being Program Overview
- Encouraging Wellness Activities Memo
- Scenarios Discussion
- [http://myhss.org/downloads/wellness/DHR Encouraging Wellness Activities.pdf](http://myhss.org/downloads/wellness/DHR%20Encouraging%20Wellness%20Activities.pdf)

City and County of San Francisco

Edwin M. Lee
Mayor



Department of Human Resources

Micki Callahan
Human Resources Director

MEMORANDUM
DHR No. 01-2015

DATE: January 20, 2015
TO: Appointing Officers
 Departmental Personnel Officers
FROM: Micki Callahan, Human Resources Director *w/c Call*
SUBJECT: Encouraging Wellness Activities

The City and County of San Francisco launched its Wellness Plan for City employees in the fall of 2014. Wellness is the state of being in good physical and mental health, and the Wellness Plan was sponsored by the Mayor's Office, the Controller's Office, the Department of Human Resources (DHR), and the [Health Service System](#).

We chose a workplace wellness program because work time, lunch time, and commute time constitute over 50 percent of an employee's waking hours on any given workday. Work environments, work culture, and coworkers 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 will inspire and support healthy choices about exercise, nutrition, preventive care, stress management, and emotional well-being.

To this end, departments are encouraged to allow flexible work schedules where operationally feasible to facilitate the ability of employees to participate in wellness programs in conjunction with the workday. These flexible arrangements could include allowing later or earlier start and end times or longer lunches, with adjustments to start or end times to make up time (with supervisor approval). Floating holidays, vacation, and compensatory time off (CTO) are also available for these purposes.

The appropriate uses of sick leave are detailed in the Civil Service Commission Rules and the City's [Employee Handbook](#). Sick leave is not generally available for wellness activities unless the activity is delivered or led by a licensed medical professional. Use of sick leave is appropriate when an employee is consulting with a licensed medical provider for such purposes as biometric screenings, flu shots, classes led by nurses or physical therapists, and other preventive care provided by a licensed medical professional.

The following chart provides guidance and examples of when paid leave or flex time may be appropriate:

Activity	Approximate Length of Time	Type of Time
Biometric Screening	30 minutes (15 minute appointments)	Lunch time, flexible scheduling, sick leave, vacation, floating holiday, CTO
Flu Shots	20 minutes (10 minute appointments)	Lunch time, flexible scheduling, sick leave, vacation, floating holiday, CTO
Wellness Coaching	30 minutes (20 minute appointments)	Lunch time, flexible scheduling, vacation, floating holiday, CTO

Well-Being Program Overview



Well-Being Program



When we focus on well-being...

- **Today** we feel immediate benefits, like more energy and more happiness. We are more engaged and productive at work and home.
- **Tomorrow** the daily benefits accumulate to better our health by helping us avoid chronic conditions and injury.
- **In the future**, the quality of our life in retirement is improved.

To be **Better Every Day**, we support members to [Live Healthy](#), [Feel Good](#), and [Get Care](#).



Well-Being Program



Why well-being at work?

- Work + lunch + commute = more than 50% waking hours
- As an organization, we are committed to creating a workplace that supports our employees' journey for well-being.
- The Well-Being Team, including the Employee Assistance Program (EAP), was formed in 2014 to drive well-being across the City.
- Sponsored by Mayor, Controller, Human Resources, Health Service System



Well-Being Program



What does well-being at work include?

- Together with department leadership and Champions, the Well-Being Team encourages and facilitates well-being by:
 - Raising awareness through education and events
 - Providing programs, services, and tools
 - Creating a supportive workplace culture

We want to hear about your challenges in promoting well-being in the workplace, so that you can go back and make it work!



Well-Being Program



We facilitate well-being for employees in the following ways:

- Increasing access to well-being services
 - Bring services to the workplace
 - Provide services at no or low cost
- Raising awareness about existing and available resources
- Providing flexible schedules to facilitate time for well-being activities (when business needs allow)
- Encouraging the use of provided time off (SLP, VAP, FHP, CTO) as appropriate for pursuit of well-being activities

Types of Time for Well-Being Activities



Types of Time

- Vacation, Floating Holiday, Comp Time
- Sick time
- Work time
- Flexible schedules

All of the above require supervisor approval

- Personal time
 - Non-workday hours
 - Lunch
 - Breaks



Medical Providers

Medical Provider

- Doctor (MD or DO)
- Podiatrist
- Dentist
- Chiropractor
- Clinical psychologist
- Optometrist
- Nurse practitioner
- Nurse-midwife
- Christian Science practitioner
- Physical therapist
- Licensed marriage and family therapists (EAP counselors)
- Other licensed medical professional

Not Medical Providers

- Instructor
- Yoga teacher
- Personal trainer
- Personal coach
- Meditation guide

Examples Well-Being Activities & Appropriate Time Use



Time for EAP Activities



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Work Time (when requested by management)

- Critical incident stress debriefings
- Trainings (@Work Series)
- Mutually agreed upon counseling or mediations to enhance work performance
 - NOTE: Mandatory EAP services are NOT recommended
- Organizational or management consultations
 - Discussions on how to address times of challenge or transitions with an EAP counselor

Sick Time

- EAP counseling for personal or work challenges

Paid Time Off or Personal Time

- Brownbag seminars (parenting, holiday stress, etc.)



Time for Other Well-Being Activities



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Work Time/Paid Breaks

(when requested by management)

- Stretching and breathing exercises
- Well-being activities in meetings
 - Meeting energizers, announcements, 1-wellness minute
- Employee engagement activities
 - Recognition
 - Healthy socials
- Orientations and information-sharing about benefits

Sick Time

- Mental and physical health appointments
- Preventive appointments with providers (medical, dental, vision)
- HSS-sponsored Diabetes Prevention Program
- HSS-sponsored Healthy Weight Program
- Biometric screenings
- Any appointment within your health plan/provider's services
- Flu Shots

Paid Time Off or Personal Time

- Exercising
- Healthy eating classes, food demonstrations
- Coaching appointments
- Yoga, meditation, general stress management classes