

CHAMPION ROLES AND RESPONSIBILITIES

Champions all approach their role and tasks differently. The following characteristics are commonly demonstrated by Champions and developed during their time as a Champion:

- **Interested** in promoting well-being
- **Approachable** by all levels of employees in your department
- **Organized** in handling multiple tasks
- **Respected** as a team player
- **Influential** and inclusive of all colleagues within the department

Being a Champion provides you with professional development by:

- Attending ongoing trainings for topics that include, program planning, event coordination and employee engagement.
- Offers an opportunity to refine skillset not directly associated with your daily responsibilities
- Support and mentorship from SFHSS Well-Being Team

EXPECTATIONS OF A CHAMPION

Time Commitment

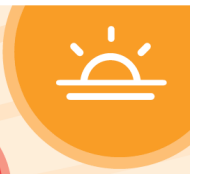
- Attend a Champion Overview hosted by the SFHSS Well-Being Team. Upon receipt of your Champion Commitment Form, you will be invited to an upcoming Champion Overview to review the responsibilities and resources associated with your volunteer role.
- 1-Year Commitment: Champion terms are for one year and may be renewed.
- 2-8 Hours/Month: Champions use a minimum of 2-8 work hours each month to support well-being in the workplace. These hours are generally able to be completed at times with minimal impact to business needs and priorities.

Responsibilities

1. **Participate in Champion Trainings and Meetings:** The SFHSS Well-Being Coordinators provide a variety of resources and support. Champions can expect monthly interactions with the Well-Being Coordinators in the form of phone meetings, in-person meetings, and periodic trainings (at the worksite or SFHSS Wellness Center). *Meetings and quarterly trainings are required for Champion*

WELL-BEING@WORK

CHAMPION COMMITMENT



and program success. A variety of efforts are made to make these opportunities as accessible to all Champions as possible.

2. **Walk the Talk:** Champions are expected to engage in well-being opportunities at the worksite.
3. **Communicate and Promote:** Champions spread the word about well-being initiatives and invite participation. They post flyers, send emails, talk with co-workers and make time during meetings to share information about well-being. Champions serve as a primary point of contact for SFHSS and the department head/designee on matters related to well-being.
4. **Celebrate and Recognize Participation:** Champions congratulate employees on making well-being a priority. They recognize and praise participation in programs.
5. **Report Back:** Champions will be asked to provide information in a variety of formats, for example: Well-Being@Work Awards, Spotlights, and surveys. This feedback is essential to SFHSS being able to improve Well-Being offerings.

Questions regarding the Champion Commitment Form or identifying a Champion can be directed to our well-being team. Contact well-being@sfgov.org.

Please complete page 3 and 4 and email this form to Well-Being@sfgov.org. Incomplete commitment forms will be sent back to Champions. Once your commitment form is received, you will be invited to a Champion Overview.



CHAMPION COMMITMENT FORM

	Champion	Manager/Supervisor
Name	<input type="text"/>	<input type="text"/>
Job Title	<input type="text"/>	<input type="text"/>
Department (3-letter code)	<input type="text"/>	<input type="text"/>
Work Address (street, zip code)	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>
Phone Number (direct line and extension)	<input type="text"/>	<input type="text"/>

The Well-Being Champion role requires designated work time hours to effectively perform Champion responsibilities. All work for this role can be done during your normal work hours. How many hours of work time (on average) can you commit to each month?

- 2 – 3 hours
 4 – 5 hours
 6 – 7 hours
 8+ hours

The list below provides examples of Champion responsibilities. Place a check mark in the appropriate box to indicate your level of confidence:

	I am confident in my ability to perform this responsibility:	I may need support to perform this responsibility:
Send out Department emails to promote well-being initiatives	<input type="checkbox"/>	<input type="checkbox"/>
Present well-being information at department meetings	<input type="checkbox"/>	<input type="checkbox"/>
Host or co-host onsite well-being activities (i.e. seminars and screenings) by reserving rooms and greeting the presenter	<input type="checkbox"/>	<input type="checkbox"/>
Provide feedback to SFHSS Well-Being for onsite activities (complete satisfaction surveys and track participation)	<input type="checkbox"/>	<input type="checkbox"/>
Organize at-work group activities (i.e. Meeting stretch break, recipe swap, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

How many employees from your department occupy your building/workplace location? How many will you provide well-being support for?



Employees are more likely to attend events that are in the building they work or are within a 5-minute walking distance. The Well-Being Team will send communications to Champions who are in or near specific building communities to assist in promoting activities in or near your workplace.

Please check all that apply for locations that represent your building or are within 5-minute walking distance from your building:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> City Hall or 525 Golden Gate | <input type="checkbox"/> 25/30 Van Ness or 1 S Van Ness | <input type="checkbox"/> SFHSS Wellness Center 1145 Market | <input type="checkbox"/> Mission Corridor 1650/1660 Mission or 170 Otis |
|---|---|--|---|

What communication methods will you use to promote Well-Being@Work? (ie. Emails, department announcements at meetings, flyers, newsletters)

Suggest 3 ideas you need support in implementing to create a culture of well-being in your department.

1.	<div style="border: 1px solid red; height: 20px;"></div>
2.	<div style="border: 1px solid red; height: 20px;"></div>
3.	<div style="border: 1px solid red; height: 20px;"></div>

CHAMPION COMMITMENT

I agree to actively participate in the actions outlined under “Expectations of Champions” for at least one year, at which time I may have the opportunity to renew.

Employee Signature Date

MANAGER APPROVAL

As the employee’s supervisor, I agree to support (INSERT EMPLOYEE NAME HERE) in his/her role as a Champion. I recognize this is a minimum commitment of 2-8 hours monthly and can be done on work time.

Manager Signature Date

Please complete page 3 and 4 and email this form to Well-Being@sfgov.org.
Incomplete commitment forms will be sent back to Champions. Thank You!