WELL-BEING@WORK

Key Player Roles & Responsibilities

SFHSS SUPPORT KEY PLAYERS BY:

- Consulting directly with departments to understand the needs of their employees.
- Developing a customized approach to well-being that is more suited for each department's environment, culture, and workforce.
- Providing support in developing a well-being strategy that is aligned with the department's priorities.

Well-Being in the workplace starts with making sure departments have identified Key Players who can help lead the way in bringing well-being resources to their workforce. Key Players are defined as well-being ambassadors that make up the four city employers within the City and County of San Francisco.

1 WELL-BEING DEPARTMENT LEAD

CHARACTERISTICS:

- Department head or other member of the leadership team
- Represents department's vision for well-being in the workplace
- Interested in well-being and employee engagement
- Ability to coach and support Champions
- Time commitment – minimum of 15 hours per year (will vary based on department size and desired involvement)

Recommendations:
- Identify ONE Department Lead for each department

RESPONSIBILITIES:

1. Attend and participate in quarterly meetings with SFHSS Well-Being Coordinator and Champions to create and discuss implementation of department's annual plan.
2. Serve as the point of contact for Champions who need leadership support.
3. Assist in executing well-being activities and programs at work.
4. Coordinates consistent department well-being communications.
5. Addresses well-being policies in the workplace.
6. Participate in Key Player trainings with Champions.
7. Support Champions in attending Key Player trainings, well-being meetings, Award Ceremony and Champion Appreciation Event.
8. Represent department at the annual Well-Being@Work Award Ceremony.

2 WELL-BEING CHAMPION

CHARACTERISTICS:

- 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
- Time commitment – standard 2-8 hours per month (will vary based on department size and desired involvement)

RESPONSIBILITIES:

1. Participate in Key Player trainings and well-being meetings.
2. Engage in well-being activities for employees.
3. Communicate and support well-being initiatives at the worksite and/or virtually.
4. Celebrate and recognize employee participation in well-being activities.
5. Provide feedback and progress updates to the SFHSS Well-Being Team.
6. Attend Champion Appreciation event and Well-Being@Work Award Ceremony.

3 WELL-BEING CHAMPION "LEAD"

CHARACTERISTICS:

- Applies to departments with multiple Champions
- Time commitment - approximately 2-4 hours more per year in addition to the standard Champion commitment

Recommendations:

- Each department identify ONE Champion for every 50 employees.
- Departments with multiple Champions identify ONE Champion Lead

RESPONSIBILITIES:

1. Serve as main point of contact for department's Champion communications with SFHSS.
2. Host and coordinate logistics for quarterly meeting with SFHSS: send invitations, reminders, and action items/minutes.
3. Actively participate in quarterly meetings with SFHSS Well-Being Coordinator and Department Lead to discuss implementation of department's annual plan.
4. Provide insight on strategy for targeting onsite population and providing customizations to resources and activities.
5. Facilitate updates to annual plan and prepare it for review at quarterly meetings.
6. Serve as the point of contact for SFHSS on any matters relating to the Awards.
7. Attend Champion Appreciation event and Well-Being@Work Award Ceremony.