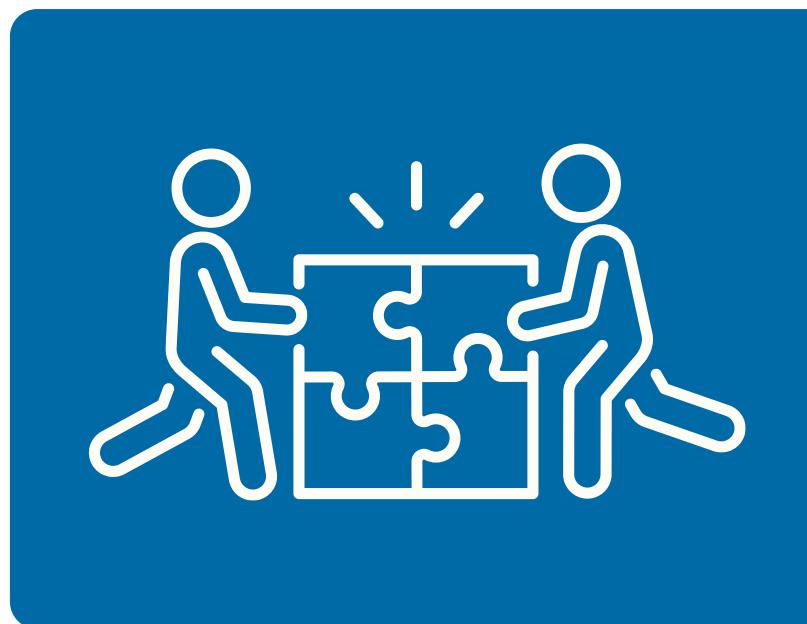
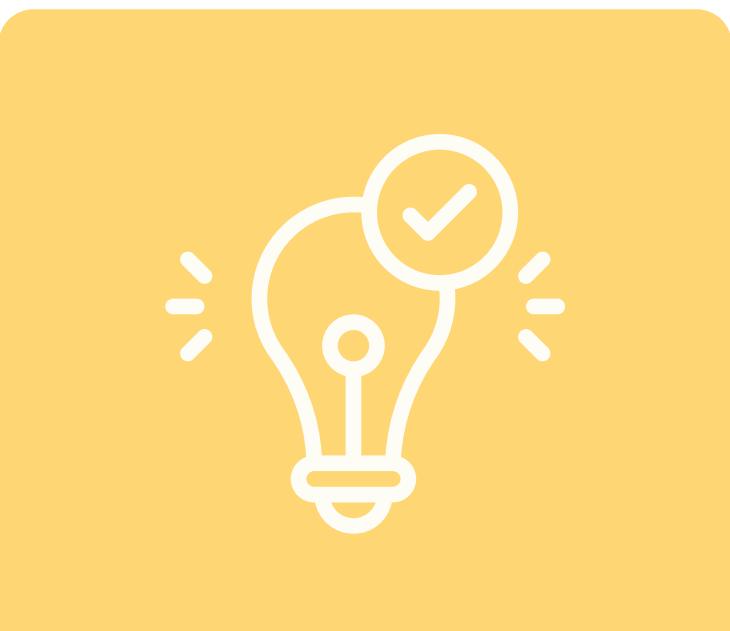


Well-Being @Work Overview

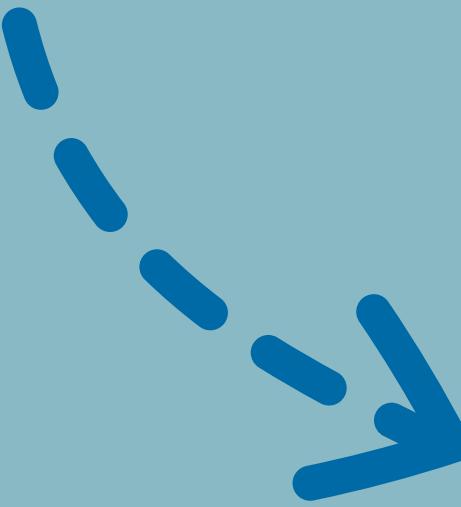
- New citywide challenge: Good Nurtured
- Employee Well-Being Resource Fair

Lisa Ocampo & Erin Meloty-Kapella,
SFHSS Well-Being Coordinators

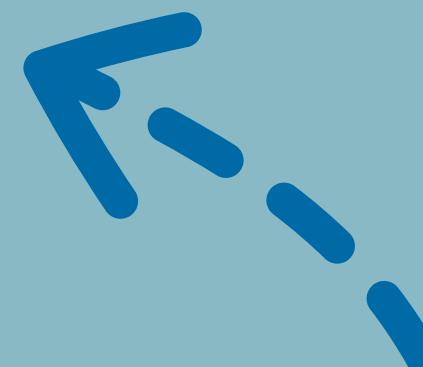


Agenda

1. Well-Being@Work Updates
2. Well-Being@Work Program Overview
3. Well-Being@Work Annual Plan
4. SFHSS Employee Well-Being Resource Fair
5. Good Nurtured Challenge
6. Next Steps



Well-Being@Work Updates



- FY 2023-24 & 2024-25 Annual Plans are due **July 18, 2025**
- Submit Spotlights for FY 2024-25 due date **July 25, 2025**
- Schedule a check-in meeting with your Coordinator - June
- Reminder: Activity requests require 8 weeks' advance notice; fruit requests require 2 weeks' advance notice

SAN FRANCISCO HEALTH SERVICE SYSTEM

Affordable, Quality Benefits & Well-Being

sfhss.org



Better Every Day.

sfhss.org/well-being

**EMPLOYEE
ASSISTANCE
PROGRAM**

WE'RE HERE *For You*

sfhss.org/eap

**WELL-BEING
@ WORK**



sfhss.org/well-beingatwork

What is Well-Being@Work?

Workplace well-being refers to the holistic state of an individual's physical, mental, and emotional health in relation to their work environment.

It encompasses factors such as:

- Job satisfaction
- Stress management
- Work-life balance
- A supportive workplace culture



Why Well-Being@Work

When employees thrive in their well-being, organizations benefit.

Positive outcomes include:

- Increased productivity
- Higher retention rates
- Fewer sick days
- Reduced burnout and stress

By prioritizing employee well-being, organizations can create a more positive, engaged, and resilient workforce.





Key Players Roles and Responsibilities

Well-Being Key Players

Team:

1. Champions
2. Department Lead
3. SFHSS Coordinator

General Responsibilities:

- Promote and raise awareness about well-being
- Request and coordinate activities and events for employees
- Develop and implement an Annual Plan
- Attend training (3-4 per FY), award ceremony, and appreciation events
- Participate in quarterly meetings with SFHSS



Well-Being Champion

An employee with a commitment and passion for health and well-being who serves as an ambassador for the employee Well-Being@Work program.

They help to:

- Increase awareness - be the voice
- Increase engagement - bring activities to the workplace
- Increase accessibility of various citywide and departmental well-being resources and programs

1 Champion for every 200 employees

(ideal 1 per 50)

Volunteer or appointed role



Champion Commitment

Receive professional development opportunities by:

- Attending trainings for topics that include program planning, event coordination, and employee engagement.
- Refining their skillset that may not be directly associated with your daily job responsibilities
- Joining a network of other Key Players from different departments to share ideas and collaborate with
- Support and mentorship from SFHSS Well-Being Team

Interested in becoming a Well-Being Champion?

Download and complete the [online form](#) or email well-being@sfgov.org for more information.

Learn more at sfhss.org/well-beingatwork/key-players

WELL-BEING@WORK



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?

Well-Being Lead

- Represents the department's overall vision for well-being in the workplace
- Interested in well-being and employee engagement
- Ability to coach and support Champions
- Serve as the point of contact for Champions who need leadership support

Responsibilities:

- Helps brainstorm and provides feedback on the department's Annual Plan
- Obtains buy-in from leadership/management
- Addresses policies to support employee well-being

**1 Department Lead
Assigned by the Director**



Well-Being@Work Department Support



The SFHSS Well-Being Team can:

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



Well-Being@Work Annual Plan

Develop a 2-year Annual Plan (**FY25-26 & FY26-27**) that focuses on employee well-being to increase engagement, build community, and to help employees thrive.



Why Develop a Well-Being@Work Annual Plan

Departments must prioritize well-being in their overall strategy, in order to have a successful Annual Plan.

Departments that complete their Annual Plan are eligible to be recognized at the Well-Being@Work Award Ceremony.

Start an Annual Plan to help you:

1. Track your goals and objectives
2. Establish timelines and identify areas for growth
3. Stay organized
4. Visit sfhss.org/well-beingatwork/annual-plan for more information

An SFHSS Well-Being Program Coordinator is here to support you along the way.



Key Areas of Focus

The program approaches well-being through three components within the Annual Plan.



Raise Awareness

Focuses on department-wide and targeted communications to promote well-being resources and activities



Offer Programs

Provides opportunities to engage employees in well-being activities and events



Create a Culture

Supports leadership with tools and policies to help them advocate and align well-being with the departments core values and priorities



Raise Awareness

Choosing the right communications platforms and frequency of messages is important when bringing awareness to programs, activities, and resources that are available to city employees.



Raise Awareness



Why

Demonstrates that well-being is important to the department. Provides opportunities for employees to be proactive about their own well-being.

Goal

Focus on communication by increasing visibility and accessibility of well-being resources.

Objectives

- Aim to send **1** well-being message monthly.
- Choose at least **3** different communication platforms.

NEW

- Send **2** mental health-focused messages per fiscal year.
- Send **1** department-wide communication during Open Enrollment (October)



Raise Awareness Best Practices

1

Determine communication strategy – consider your workforce and environment

2

Identify the most accessible communication platforms for all employees

3

Tailor communications to your workplace

4

Push out well-being messages at least once a month

Raise Awareness Platforms

- Department-wide emails
- Bulletin board
- Resource table
- Breakrooms and bathrooms
- Internal internet/staff portal
- Newsletter
- Digital display boards
- Shared folders: SharePoint, OneDrive, Teams Channels
- Announcements at all staff meetings (In-person/Virtual)
- New Employee Orientations
- Social Media



Ideas for Communications



Visit these websites to find content

SFHSS

- [CredibleMind](#)
- [EAP – We're Here for You](#)
- [Well-Being Topics](#)
- [Events Calendar](#)
- [Setup and Go – Office Ergonomics](#)
- [Using your Benefits](#)
- [Recognition and Appreciation](#)
- [Sleep for Better Health](#)
- [First Responder Resources](#)

Online

- [Greater Good Science](#)
- [NIH Annual Health Observances](#)
- [2025 Health Observances Calendar](#)
- [Wellness Council of America](#)
- [Office of Disease Prevention and Health Promotion](#)
- [UCSF Heritage Month Celebrations](#)

Well-Being Toolkits

- Physical Activity
 - [BINGO Bustle](#)
 - [Fitness Passport](#)
 - [Find Your 30](#)
- Stress Management
 - [Create a RECHARGE Space](#)
 - [Walking to RECHARGE](#)
 - [RECHARGE with Instant Recess](#)
- Healthy Eating
 - [Aim for 5 Challenge](#)
 - [Hosting Healthy Gatherings](#)
 - [Fruit & Vegetable Trivia](#)
- Other
 - [Mental Health Awareness](#)
 - [Set Up and Go](#)
 - [Recognition and Appreciation Guide](#)

Well-Being@Work - A Look Ahead

Consider tailoring your communications to the upcoming monthly campaigns, focus areas, and events

July	August	September	October	November	December
<ul style="list-style-type: none">• Minority Mental Health• Good Nurtured Challenge• Sun Safety Month	<ul style="list-style-type: none">• Back to School	<ul style="list-style-type: none">• Suicide Prevention Month• Hispanic Heritage Month• Well-Being@Work Training: Flu Prevention Campaign & Open Enrollment	<ul style="list-style-type: none">• Flu Prevention Campaign• Open Enrollment and Benefits Fairs• Breast Cancer Awareness Month• Menopause Awareness Month	<ul style="list-style-type: none">• Acts of Kindness and or Gratitude Month• Native American Heritage Month• Well-Being@Work Award Ceremony• TBD - Holiday Challenge	<ul style="list-style-type: none">• TBD - Holiday Challenge



Offer Programs

Programs include skill building and social events that supports positive health and emotional behavior change.

Why Offer Programs?

- Healthy habits support employee morale and resiliency.
- Offering programs create a culture of caring.
- Tailoring programs to make them effective for your department's workforce.
- Engaging your workforce can lead to long term health outcomes and higher engagement.
- Departments that implement effective and recurring programs can help to support employee morale and build psychological safety at the workplace.





Offer Programs



Goal

- Offer programs to increase engagement and to provide opportunities for employees to develop and practice healthy habits at work.

Objectives

- Aim to offer **4** SFHSS sponsored activities per fiscal year.

NEW

- Implement **4** department-led activities
- Schedule **1** of the following mental health training or workshop: Stress First Aid *OR* Mental Health First Aid Introduction
- Schedule **1** of the following: *EAP Essentials for Leaders OR EAP Orientation*



Offer Programs Best Practices

1

Know your audience

2

Make it meaningful and impactful

3

Consider platforms/locations to offer

4

Be thoughtful on when and how long the activity should take



Types of Programs

1

SFHSS Sponsored Well-Being Activities

The department requests activities through SFHSS. Check out available offerings on the [Activities Description List](#).

2

Department Led Activities

Developed and implemented by the Champions or by your department (non-SFHSS sponsored event).

SFHSS Sponsored Activities



In-person

- Workshops/Seminars
- Mental health trainings/workshops*
- Group exercise classes*
- Well-Being Toolkits/Challenges
- Stretch breaks
- EAP trainings
- Biometric health screenings
- Team building activities
- Flu shot clinics*
- Health/Wellness fairs

*Limited Availability

Virtual

- Webinars
- Mental health trainings/workshops*
- Virtual group exercise classes
- Well-Being Toolkits/Challenges
- Stretch breaks
- EAP trainings*
- Lifestyle coaching
- Healthy lifestyle programs
- Team building activities

*Limited Availability

Activities are Provided by:



Download the [Activities Description List](#) to learn more about the different types of offerings.

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Better Every Day.

Requesting an SFHSS Sponsored Activity



All requests take an 8-week lead time. Visit sfhss.org/well-being/WB-activities for more information.

Step 1 Select the Activity

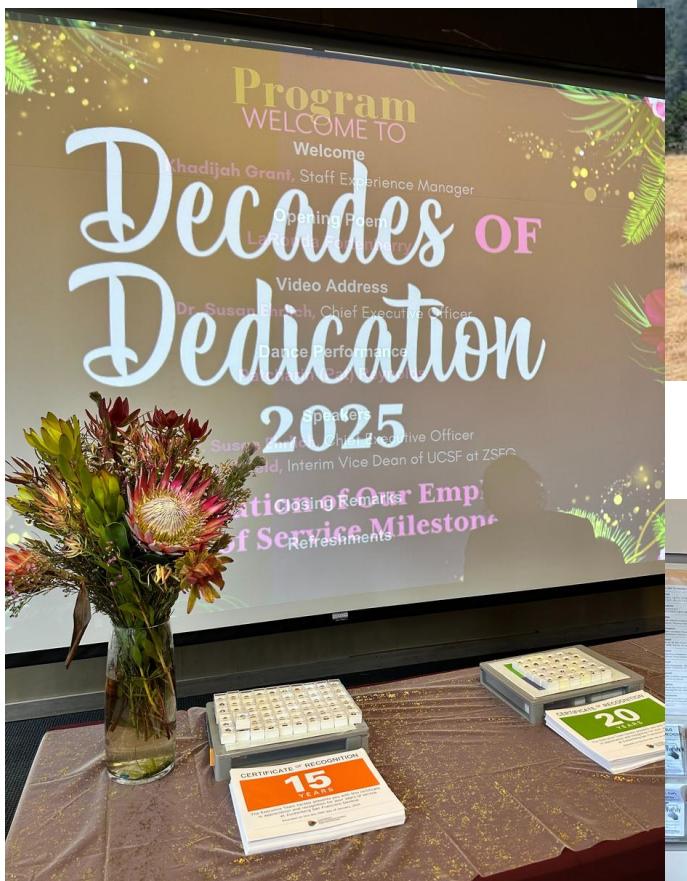
Download and review the [Activities Description List](#). Choose the activity that is the best fit for your department.

Step 2 Submit a Request

Complete the [ActivityRequestForm](#) online. Please provide as much details as possible. Most activities require 8 weeks advance lead time.

Step 3 Email Well-Being

Email well-being@sfgov.org and Cc your Coordinator to let us know you have submitted a request. It may take up to 10 business days to receive a confirmation email.



Department Led Activities

Well-Being activities that Champions implement or your department (non-SFHSS sponsored event)

Examples:

- Trainings, seminars, or professional development workshops that support employee's well-being
- Department challenges/contests
- Group exercise class facilitated by your department
- Team engagement/building opportunities
- Employee appreciation events
- Holiday/social celebrations
- Health/Wellness fairs/events
- Meeting energizers or icebreakers

Toolkits and Campaigns



Implement one of the SFHSS well-being toolkits as a department led activity.

Promote healthy behaviors by supporting the citywide campaigns.

Visit sfhss.org/well-beingatwork/toolkits-campaigns to learn more.



[BINGO Bustle](#)

Play Your Way BINGO Activity Toolkit- help employees add movement into their daily routine with simple movement habits you can do together!



[Fitness Passport](#)

Play Your Way Fitness Passport Activity Toolkit- help employees establish a fitness routine by creating a passport of move-more options available.



[Find Your 30](#)

Play Your Way Find Your 30 Activity Toolkit- this 6-week program includes motivational messages, get-started activities, and a tracker tool to keep everyone engaged!



[Create A RECHARGE Space](#)

RECHARGE Space Toolkit - provides best practices and ideas on how to create a relaxing space for employees to enjoy and to take their breaks.



[Walking To RECHARGE](#)

Walking to RECHARGE Toolkit - provides ideas on how to re-energize during the workday by implementing a walking group with colleagues.



[RECHARGE With Instant Recess](#)

RECHARGE Instant Recess Toolkit - get tips on how to implement 5 to 10 minute active breaks throughout the workday.



[Aim For 5 Challenge](#)

Eat Better, Feel Better- Aim for 5 Challenge Toolkit- use this 6-week challenge to help employees establish a habit of eating 5 fruits and vegetables each day.



[Hosting Healthy Gatherings](#)

Eat Better, Feel Better- Hosting Healthy Gatherings Guide- plan your next work gathering with these healthy option considerations.



[Fruit & Vegetable Trivia](#)

Eat Better, Feel Better- Fruit & Vegetable Trivia- this fun activity can help employees learn about healthy eating facts and fruit and vegetable benefits!

Department Lead Toolkits

Take Well-Being to the next level! Use these toolkits as a guide to initiate a new well-being program centered on your department's priorities. **Department Leads** should use the tools below to engage in conversations with leadership around worker's comp claims and employee morale. Need help with a pilot program for these topics? Reach out to well-being@sfgov.org for support.



[Setup And Go Toolkit](#)

Learn how you can establish an ergonomics awareness program for your department. Get started with our Setup and Go Toolkit!



[Recognition & Appreciation Guide](#)

Create a culture of recognition using this department guide that involves all levels of the organization



[Mental Health Awareness Toolkit For Leaders, Managers, & Supervisors](#)

Learn how to raise awareness, create opportunities, and foster a caring culture around mental health and well-being.

Citywide Campaigns

Promote healthy behaviors by encouraging participation in SFHSS citywide health promotion efforts



[Flu Prevention Campaign](#)

Learn how to promote flu prevention messages through fall and winter.



[Sleep For Better Health Campaign](#)

Take steps to *Sleep for Better Health*. Improve your quality of sleep by learning about the importance of good *sleep hygiene*, joining a support program, and creating a routine that works for you.



[Mental Health Awareness Month](#)

During Mental Health Awareness Month in May, SFHSS supports this national movement by reducing stigma, educating our members, and providing support.



[Get On Board With Respect](#)

The City is dedicated to maintaining a safe and healthy working environment where every individual is treated with civility, dignity, and respect.

Incentives and Fruit Requests

These resources must be used to support a work-related well-being event or activity for CCSF employees only.

SHSS can provide giveaways and fresh fruit to help support a well-being challenge/campaign, health fairs, and other employee well-being-related events and activities.

Requests require a minimum of at least 2 weeks advance notice.

Some restrictions may apply.

Fruit Requests

- Download the order form and follow the instructions, visit sfhss.org/well-being/WB-activities.

Incentives Requests

- Email your SFHSS Well-Being Coordinator and provide a brief description about the event/activity and how many items you are requesting.





Create a Culture

Leadership commitment is demonstrated through attitudes, words, and actions that support employee well-being. Engaged leaders help foster a caring workplace culture that encourages and celebrates healthy behaviors.

Create a Culture



Why

- Having leadership support helps to establish and maintain a workplace environment that consistently encourages, supports and celebrates healthy behaviors among its employees.
- Engaged leadership helps to create a culture of well-being for all employees.



Goal

- To support leaders in engaging with department well-being efforts through recognition and policy.

Objectives

- Identify 1 existing department-wide well-being policy to focus on that is different from prior years.

NEW

- Implement 2 employee recognition and appreciation activities or events per year.
- Schedule a Mental Health First Aid Certification 2.0 training.
- Implement 1 recurring well-being activity or program at least 8 times or more.
- Schedule an EAP Workshop series (Making Work, Work or Leadership in Action).
- Attend the Well-Being@Work Award Ceremony (Champions, Department Lead, and Department Leadership) – November 2025.

Best Practices



1

Identify opportunities to establish leadership support

2

Create a culture of recognition and appreciation from all levels of the organization.

3

Use existing policies to support well-being at work.

4

Prioritize well-being by offering a recurring activity or program.

How to Collaborate with Leadership

Work with your
Department Lead



Executive Team Meetings

Discuss aligning department core values with well-being efforts.

1:1 with Director, Supervisor, or Manager

Use your time to discuss alignment of well-being strategies and department priorities.

Well-Being Council

Create or utilize your existing Wellness/Well-Being Council to push well-being initiatives.

Health and Safety Team

Partner with your Health & Safety team and identify resources/activities that can support their initiatives.

Human Resources

Utilize HR representative to help promote well-being and emphasize policies that support employee well-being.

Employee Resource Groups (ERG's)/Affinity Groups

Empower employees to create a more inclusive workplace culture through education and awareness.



People and Policy

- [Equitable Fair and Respect in the Workplace](#)
- [Telecommute Policy and Program](#)
- [Family Friendly Workplace Ordinance](#)
- [DHR's Time Usage for Well-Being Memorandum](#)
- [Workplace Violence Prevention](#)
- [Injury and Illness Prevention \(Ergonomics\)](#)
- [Lactation Policy](#)
- [Diversity, Equity, and Inclusion](#)
- [Healthy Social Guidelines](#)



New to Annual Planning?

Here's How to Get Started

If your department is starting an Annual Plan for the first time, please follow these steps:

1. Download the [Annual Plan Template](#).
2. Complete the environmental scan in Tabs 1A, 2A, and 3A.
3. Review the objectives provided in Tabs 1B, 2B, and 3B.
4. Schedule a meeting with your Coordinator in July or August to review and brainstorm on how to develop your Annual Plan.

RAISE AWARENESS - COMMUNICATIONS WORKSHEET	
Communication Best Practice #1: Determine communication strategy considering workforce and environment	
Which of the following make-up your workforce? Check all that apply	
Understand the make-up of your workforce to help determine the communication strategy used for department-wide well-being communications.	Office-Based Job duties are performed at a desk in an office setting, for example clerical, administrative work, eligibility worker, and accountant.
	Non-Office Based/Field Workers Job functions that are performed outside of an office setting, for example transit operator, laborer, gardener, and custodian.
	Mobile Workers Majority of job duties are performed outside the of the physical office location and in the field for example social worker, building inspector, researcher, and engineer.
	First Responders Occupations in which workers are entrusted with public safety, security and protection from destructive forces, for example firefighter, police officer, paramedics, and deputy sheriff.
	Health-care/Medical Occupations responsible for assisting and caring for patients in a clinical environment for example nurse, physician, therapist, and medical assistant.
	Education Job related functions include educating, training, and guiding people in a school setting or community center for example teacher, librarian, school administrator, and guidance counselor.

Communication Best Practice #2:	
Identify communications platform(s) that are accessible to ALL employees	
Please select your employee's current work status. Check all that apply	
Identify your employee's work status' to help decide which communication platform should be used for department-wide well-being messages.	Reporting to the worksite (100%)
	Hybrid (telecommuting and reporting to the worksite)
	Other:

Communication Best Practice #3:	
Communicate well-being reminders at least 1x per month using platforms tailored to your workforce	

OFFER PROGRAMS - ENGAGEMENT WORKSHEET	
Engagement Best Practice #1: Reflect on your department's experience in promoting well-being-- this will help you to set realistic goals for programming	
Which of the following best describes your department's experience with well-being programming?	
Well-Being Program Experience	No experience in coordinating well-being activities for employees and unfamiliar with options
	No experience coordinating well-being activities, but I have attended activities from our department, neighboring buildings, or at SFHSS Wellness Center
	Promoted citywide SFHSS well-being activities for employees (citywide challenges, SFHSS calendar activities)
	Hosted SFHSS sponsored well-being activities (seminars, workshops, and group exercise)
	Facilitated / Coordinated department-led activities, including SFHSS Well-Being Toolkits

Engagement Best Practice #2: Create consistency in well-being programs including location and a frequency of at least 1x per quarter	
Be creative with facility options for well-being activities/programs. Check all options available for your department	
What engagement platforms OR locations can you use to facilitate well-being activities department-wide?	Dedicated Wellness Space
	Conference Room or Shared Meeting Space
	Breakroom or Community Area
	Virtual meeting rooms
	All-Staff Meetings
	Other:
	Check all that apply, based on reaching your goal to have at least 1 program per quarter
Seminars/Webinars	
Training/Workshops	
Group Exercise Classes	
Stretch Breaks	

CREATE A CULTURE - LEADERSHIP SUPPORT WORKSHEET	
Leadership Support Best Practice #1: Create a common goal to prioritize well-being with department leadership and existing groups that can promote and support your efforts	
Which of the following forums can be used to motivate/encourage leaders to engage in well-being for the department? Check all that apply	
Identify Opportunities to Establish Leadership Support	Executive Team Meetings
	1:1 Meetings with Director
	Well-Being Council/Committee
	Healthy & Safety Teams
	Human Resources
	Employee Resource Groups (ERG's)/Affinity Groups
	Other:
	For each of the options you checked, can you identify a leader (manager/supervisor) who is currently a "supporter" for well-being? Who are they? How can they help?

Leadership Support Best Practice #2: Create a culture of recognition and appreciation with activities at a peer-to-peer level AND leadership level	
Identify at least ONE leadership/department level recognition & appreciation activity to implement.	
Which of these ideas will you use to engage leadership in recognition and appreciation for the department?	Formal Recognition Ceremony
	Staff Appreciation Activities
	Staff Recognition Celebration
	Staff Spotlight in Newsletter
	Monthly Employee Awards
	Other:

Repeating Annual Plan

Time to Complete Your Annual Plan Again

As part of your yearly planning process, please complete the Annual Plan by following the steps below:

1. Download the updated [Annual Plan Template](#).
2. Review the objectives outlined in Tabs 1B, 2B, and 3B.
3. Add any upcoming or pre-planned activities for the year.
4. Schedule a meeting with your Coordinator in July or August to review the Annual Plan.

RAISE AWARENESS: COMMUNICATIONS ANNUAL PLAN	
Goal:	Increase visibility and accessibility of well-being resources to help demonstrate why well-being is important to the department and how individual employees can be proactive with their well-being.
Objective:	Develop a frequency of recurring department-wide communications to promote well-being to employees at least ONE per month .
Objective:	Identify and utilize at least THREE forms of communication (platforms) each month.
Objective:	Send TWO mental health focused messages per fiscal year.
Objective:	Send ONE department-wide communication during Open Enrollment in October.

PLAN & DOCUMENT RAISE AWARENESS EFFORTS					
Targets/Timeline	Monetary Communication - Provide Description of Effort/Activities	Year	Communication Platform	Communication Platform	Communication Platform
FY25-26					
July		2025			
August		2025			
September		2025			
October		2025			
November		2025			
December		2025			
January		2026			
February		2026			
March		2026			
April		2026			
May		2026			
June		2026			
FY26-27					
July		2026			
August		2026			
September		2026			
October		2026			
November		2026			
December		2026			
January		2027			
February		2027			
March		2027			
April		2027			
May		2027			
June		2027			

OFFER PROGRAMS: ENGAGEMENT ANNUAL PLAN	
Goal:	Offer programs to increase engagement and to provide opportunities for employees to develop and practice healthy habits at work.
Objective:	Offer/Implement at least FOUR SFHSS sponsored events over the course of the fiscal year.
Objective:	Offer/Implement at least FOUR Department-Led Activities over the course of the fiscal year. (Consider using the SFHSS Toolkit to get ideas - https://sfhss.org/beh/beingawork/toolkits-and-aligns).
Objective:	Offer ONE of the following mental health training or workshop: EAP, Stress First Aid OR Mental Health First Aid.
Objective:	Offer ONE EAP Essentials for Leaders, Managers and Supervisor training OR EAP Orientation.

PLAN & DOCUMENT OFFER PROGRAMS EFFORTS		
Targets and Timelines	Annual Plan	Date of event, name of activity, and number of participants
FY 25-26		
Virtually-Person.SFHSS Sponsored Activity #1		
Virtually-Person.SFHSS Sponsored Activity #2		
Virtually-Person.SFHSS Sponsored Activity #3		
Virtually-Person.SFHSS Sponsored Activity #4		
Department Led Activity #1		
Department Led Activity #2		
Department Led Activity #3		
Department Led Activity #4		
EAP Stress First Aid OR Mental Health First Aid Introduction		
EAP Essentials for Leaders, Managers and Supervisor training OR EAP Orientation		
FY 26-27		
Virtually-Person.SFHSS Sponsored Activity #1		
Virtually-Person.SFHSS Sponsored Activity #2		
Virtually-Person.SFHSS Sponsored Activity #3		
Virtually-Person.SFHSS Sponsored Activity #4		
Department Led Activity #1		
Department Led Activity #2		
Department Led Activity #3		
Department Led Activity #4		
EAP Stress First Aid OR Mental Health First Aid Introduction		
EAP Essentials for Leaders, Managers and Supervisor training OR EAP Orientation		

CREATE A CULTURE: LEADERSHIP SUPPORT ANNUAL PLAN	
Goal:	To support leaders in engaging with department well-being efforts through recognition and policy.
Objective:	Identify ONE existing department wide well-being policy different from prior two fiscal years, to elevate/ implement.
Objective:	Implement ONE recurring (4 or more) department-led activity (e.g., stretching/wellness break, meeting energizers, walking groups, RECHARGE space, wellness room, etc.).
Objective:	Implement TWO per year employee recognition and appreciation activity or event.
Objective:	Offer/Implement Mental Health First Aid Certification 2.0 (prerequisite is Mental Health First Aid Introduction).
Objective:	Offer/Implement an EAP Workshop Series (Making Work, Work OR Leadership in Action).
Objective:	FY 2025-26: Attend the Well-Being@Work (Champions, Department Lead, and Department Leader) Award.

PLAN & DOCUMENT CREATE A CULTURE EFFORTS			
Targets and FY25-26	Annual Plan	Provide Details on Implementation	IMPLEMENTATION IDEAS
City of San Francisco Health Health Social Guidelines			Adopt healthy social guidelines for all work-gatherings that involve food options.
DHS Policy: Injury and Illness Prevention and Control			Setup and Go Ergonomics messaging, ergonomics seminars.
DHS Policy: Location			If there are a lot of new parents in your office—consider providing lactation resources, promote parent oriented seminars, LAPIs, focus on pumping stations, and provide a space for employees to breastfeed.
DHS - Departmental Social Equity Action Plans			DHS - Departmental Social Equity Action Plans
DHS Policy: Telecommute			Telecommuting agreements can include WHF Guide, workflow.
DHS Policy: Time for Wellness Month, Flex Scheduling			Make it easy for people to participate in wellness activities with leadership to provide equal opportunity.
DHS Policy: Equitable, Fair and Rewarding Workforce			Develop a campaign to raise awareness of the policy and its benefits. Create campaign materials to support and promote this policy while raising awareness among staff. Introduce a gratitude or kindness initiative, and encourage employees to be kind to one another.
Leadership/Department Level Recognition & Appreciation Event #1			Offer ongoing learning and development opportunities focused on effective communication and leadership.
Leadership/Department Level Recognition & Appreciation Event #2			Utilize the SFHSS Recognition and Appreciation Guide for ideas.
Offer/Implement Mental Health First Aid Certification 2.0 (prerequisite is Mental Health First Aid Introduction)			Utilize the SFHSS Recognition and Appreciation Guide for ideas.
Offer/Implement an EAP Workshop Series (Making Work, Work OR Leadership in Action)			

Well-Being@Work Retreat & Award Ceremony

SFHSS recognizes departments for their Well-Being@Work efforts through:

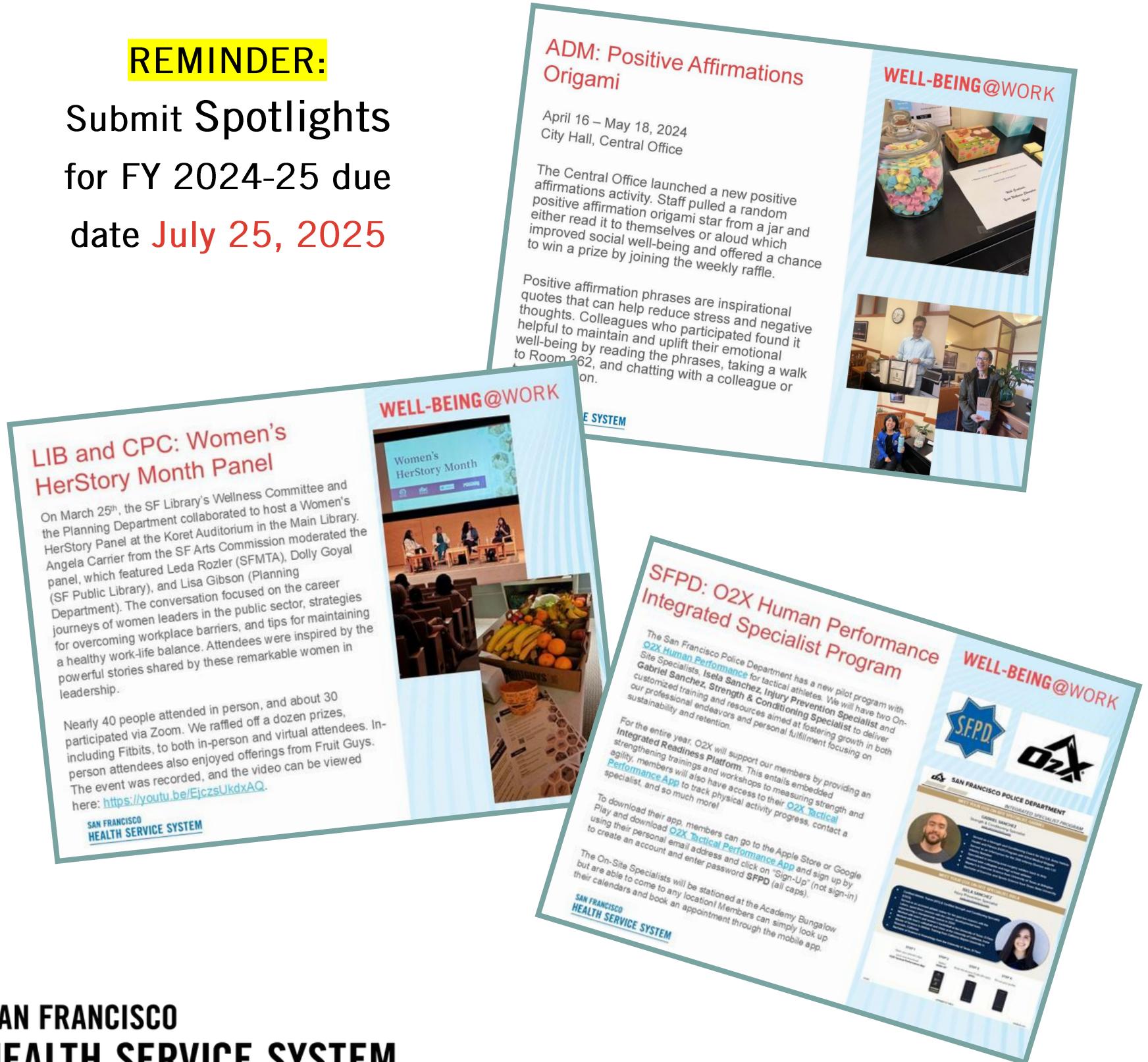
- Key Players Retreat (biennial)
- Award Ceremony (biennial)
- Spotlights Announcements (end of FY)



Spotlights

REMINDER:

Submit Spotlights
for FY 2024-25 due
date **July 25, 2025**



- Spotlights showcase employee well-being efforts across departments, offering a chance to share ideas, gain recognition, and inspire others—submit anytime to well-being@sfgov.org.
- Visit sfhss.org/well-being-work-spotlights to download the template and to view Spotlights.

Tips for Submitting

1. Spotlight any **NEW** activity or program that supports employee well-being.
2. Include name(s) and email(s) of employee(s) involved in the implementation.
3. Provide a summary and details about the activity or program and how it supported employee well-being.
4. Include pictures.
5. Write in the [third-person](#) point of view.

Well-Being@Work Website

Dedicated website for Key Players - sfhss.org/well-beingatwork

Key Players

- Key Players Roles and Responsibilities
- Champion Recruitment Flyer
- Champion Commitment Forms

Well-Being Activities

- SFHSS Activities Description List
- How to Submit Requests
- Online Activity Request Form
- Fruit Request Form

Trainings

- Access recent and archived training materials

Annual Plan

- Download template
- Create a well-being strategy

Toolkits and Campaigns

- Use them for department led activities
- Topic areas: physical activity, healthy eating and stress management, office ergonomics, and recognition and appreciation, and mental health

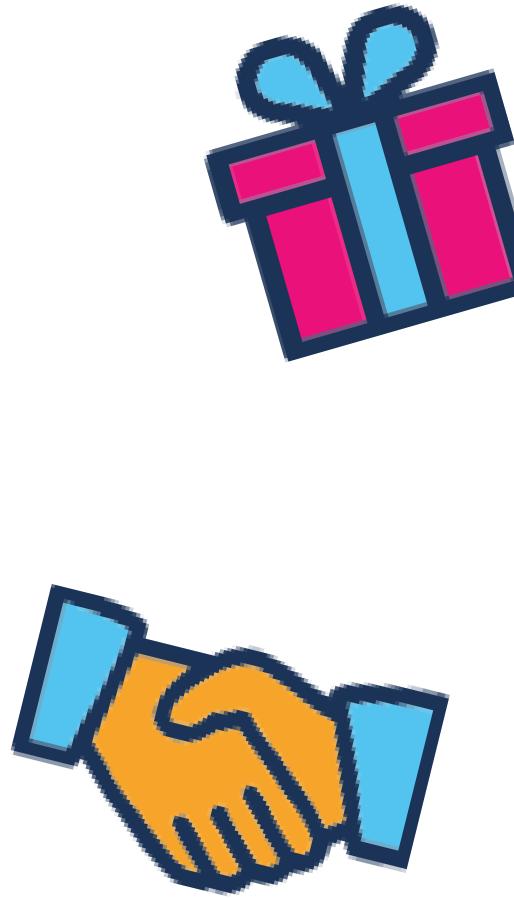
Spotlights

- Download template
- See Spotlight winners
- Get ideas from other Champions

Other resources:

- [Employee Assistance Program \(EAP\)](#)
- [DHR Well-Being Memorandum](#)





SFHSS Employee Well-Being Resource Fair

June 24, 2025

Discover What's Available to You

Explore the many benefits, programs, and services designed to support your well-being, health, and growth, personally and professionally.

Take a break and join fellow City employees for a lively summertime fair packed with tools, tips, and resources to boost your well-being, career, and community connection. From health and wellness to career growth and city benefits, you'll find something to support every part of your journey.

- Free resources
- Networking
- Raffle Prizes
- And more!

FREE EVENT!


Better Every Day.

SFHSS EMPLOYEE WELL-BEING RESOURCE FAIR



DISCOVER WHAT'S AVAILABLE TO YOU

Join Us for a Summer Fair Focused on You! Come together with fellow City employees for a vibrant summertime fair packed with tools, tips, and resources to support your **health, well-being, and professional growth**.

Don't miss this chance to connect, learn, and get inspired! Contact well-being@sfgov.org to learn more.

RSVP TODAY

 Tuesday, June 24, 2025
11:30 a.m. to 1:30 p.m.

 SFHSS Well-Being Center
1145 Market Street
2nd floor, Suite 220

 Let us know you're coming, RSVP early today!
RSVP is not required to attend.

 Free Resources

 Networking

 Raffle Prizes
...and more!

RSVP Link - Let is know you're coming
(Not required to attend)

<https://www.eventbrite.com/e/sfhss-employee-well-being-resource-fair-tickets-1378151842259?aff=oddtdtcreator>

QR Code



FREE EVENT!



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Free
Resources



Networking



Raffle
Prizes ...and more!

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sfhss.org/well-being

Feature Vendors:

- Blue Shield
- CCSF Caregivers ERG
- CredibleMind
- Department of Human Resources Career Center
- EK Ergonomics
- Employee Assistance Program
- Health Net CanopyCare
- Kaiser Permanente
- Office of Financial Empowerment
- San Francisco Animal Care and Control
- San Francisco Environment Commuter Benefits
- San Francisco Health Service System
- San Francisco Public Library
- San Francisco Recreation and Parks Department
- Voya
- YMCA

[Download the Flyer](#)



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About

good
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Good Nurtured raises awareness of the mental, emotional, and physical health benefits of kindness, civility, and graciousness.

The goal: inspiring participants to spread kindness, develop strong connections, and build these well-being rituals into their day.

The result: a positive workplace culture of shared values, grounded in courtesy and consideration, that spreads beyond colleagues and friends to organizations and communities.

Challenge Goals

Your goal is to perform 10 Good Things a week, but you can record up to 3 a day and 21 in a week.

Aim for Good Things in all 3 categories:

- Good to Me are physical, emotional, and social self-care practices
- Good to You are kindness, graciousness, and civility toward people you know
- Good to All are acts of goodwill toward people you don't know.

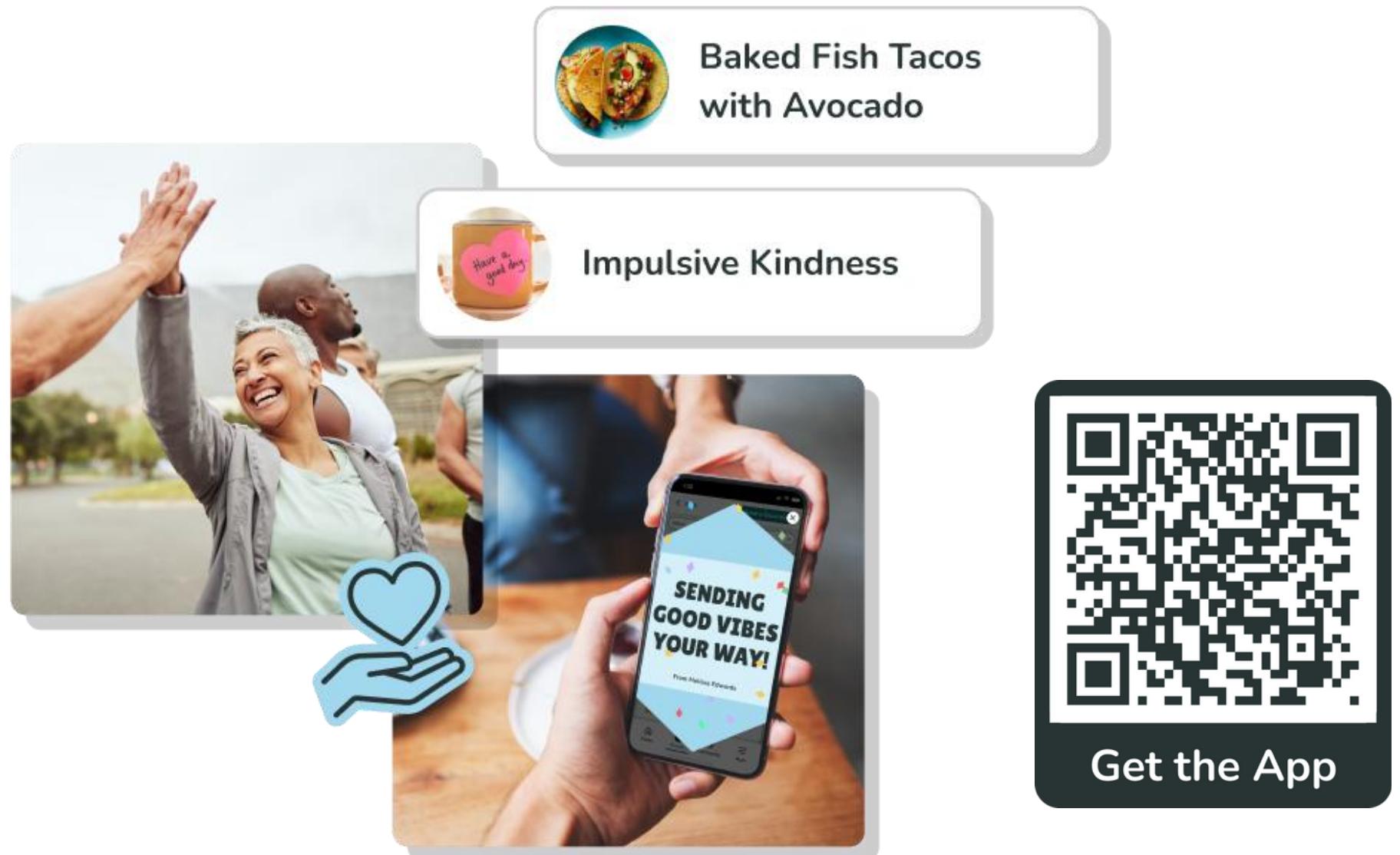
As you log Good Things, you add an element to a whimsical, animated scene. The elements include inspiring stories, quotes, or insights on kindness, civility, or graciousness. There's a new scene every week.





Features

- Online Program
- Mobile app (Android & Apple)
- Invite friends for support and send Good Notes
- Interactive Community page
- Recipe database
- Daily health tips



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Friends make all the difference in Good Nurtured.

Add to the fun by [inviting 1 or more](#) to join you and increase your chance of success by 38%!

Take advantage of other motivating features like:

- Good Notes
- Achievements
- Badges
- Community page





View demo video

<https://files.hesapps.com/good-nurtured/good-nurtured-onboarding-video/good-nurtured-onboarding-video.html>



- 4-week challenge (July 14 to August 10)
- Registration starts Monday, June 23, 2025
- Website [**sfhss.goodnurturedchallenge.com**](http://sfhss.goodnurturedchallenge.com)



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Important Dates

Registration opens	June 23
Challenge starts	July 14
Last day to register	July 25
Challenge ends	August 10
Last day to log Good Things	August 17
Complete post survey by	August 22



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Department Responsibilities

Encourage Participation (20% Citywide Goal)

Promote the challenge:

- Place an order for posters and flyers - [Complete Form](#)
- Post posters and flyers
- Send 2 department-wide emails - Download email templates
- Encourage employees to register and participate:
<https://sfhss.goodnurturedchallenge.com/welcome>

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Promotional Materials



Good for Us

Social features make Good Nurtured even more rewarding:

- Send Good Notes to friends
- Answer daily poll questions
- Post words of encouragement
- See how many Good Things are adding up.

Join Good Nurtured today!

Learn more and register:
sfhss.goodnurturedchallenge.com

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Good to Go

You're never more than 1 tap away from:

- Recording a Good Thing
- Sending a Good Note
- Responding to a poll question
- Seeing what friends are posting.

Join Good Nurtured today!

Learn more and register:
sfhss.goodnurturedchallenge.com

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Department Emails

Key Players:

Please use the provided email templates to communicate with your department and help promote the Good Nurtured Challenge. You're welcome to edit and customize the content as needed to best fit your audience.

Email #1 – Send the week of June 23

Subject Line: Citywide challenge, Good Nurtured, Registration Now Open!



Hello Colleagues,

Sign up and join the citywide [Good Nurtured Challenge](#). In the next 4 weeks, you'll learn and do "Good Things" — Good things that not only nurture **goodness**, but boost happiness and improve health.

During the challenge, you will explore the **3 Good Things** categories:

Good to Me are physical, emotional, and social self-care practices
Good to You are kindness, graciousness, and civility toward people you know
Good to All are acts of goodwill toward people you don't know.

Your goal is to record 10 Good Things each week (with the option of up to 21) to reveal a whimsical, animated scene.

Email #2 – Send the week of July 7

Subject Line: Join the 4-Week Good Nurtured Well-Being Challenge – Starts July 14!



Hello Colleagues,

We're excited to invite you to participate in the citywide challenge, **Good Nurtured**, a 4-week journey to enhance your well-being through simple, meaningful daily actions. Challenge begins Monday, July 14 – Register today!

[Register here](#)

What is the Good Nurtured Challenge?

This challenge is designed to raise awareness of the mental, emotional, and physical health benefits of kindness, civility, and graciousness. The goal is to inspire you to:

- Spread kindness
- Strengthen connections
- Build lasting well-being habits

Why Join?

By participating, you may experience:

- Reduced stress
- Increased optimism
- Greater resilience

Build Your Daily "Good Things" Habits

You'll be encouraged to complete simple well-being actions each day in three categories:

- **Good to Me:** Acts of self-care — physical, emotional, and social
- **Good to You:** Kindness and civility toward people you know
- **Good to All:** Goodwill extended to those you don't know

11x17 Posters and 8.5x11 Flyers

[Order Today](#)

Email Templates

[Download](#)

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

Communications

Citywide Emails

Email #1	June 16 - Announcement: Coming Soon!
Email #2	June 23 - Registration Starts
Email #3	July 7 - Registration Reminder
Email #4	July 14 - Challenge Starts - Not too late to register

Department Emails

Email #1	Send week of June 23
Email #2	Send week of July 7



Ways to Win Raffle Prizes

1. Register before July 14
2. Add at least one friend
3. Logged at least 5 days/week
4. Reached program goal of 40 Good Things completed
5. Completion of the evaluation survey

SFHSS will notify the winners by email and will distribute the prizes.



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July Webinars

- [Food Demo - Healthy Summer BBQ/Grilling Recipes](#) – July 1
- [Save Your Skin in the Sun](#) – July 9
- [Wellness Tips While Traveling](#) – 7/16
- [Staying Positive While Performing Difficult Client Service Work](#) – July 17
- [Back Care](#) – July 22
- [Kaiser Permanente Health Talks: Men's Health](#) – July 24
- [Avoiding Burnout: Self-Assessment Methods and Strategies for Self-Care](#) – July 28
- [Being Adaptive in Order to Thrive in our ever-changing World](#) – July 30

Host Activities & Events

Offer programs to help promote the challenge and to help keep employees engaged throughout the 4-week challenge.

Next Steps

- [Download](#) and review the NEW Annual Plan tracker for FY 2025-26 & 2026-27
- Schedule Quarter 1 Check-in Meeting with your Coordinator July/August
- Promote Good Nurtured Challenge:
 - [Order promotional materials](#) by 6/18
 - Post posters and flyers
 - [Send department emails](#) #1 and #2
- Promote the [SFHSS Employee Well-Being Resource Fair](#)
- Start planning your activities and submit requests for the next 3-6 months (SFHSS-sponsored activities require **8 weeks' lead time**)