

Well-Being@Work Overview Training

July 16, 2024

Carrie Beshears, Well-Being Manager
Lisa Ocampo, Well-Being Coordinator

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**



Agenda

1. SFHSS Well-Being - Who We Are
2. Why Well-Being@Work
3. Well-Being Survey 2023 Highlights
4. Key Players Roles and Responsibilities
5. Developing an Annual Plan - Key Areas of Focus
 - Raise Awareness
 - Offer Programs
 - Create a Culture
6. Well-Being@Work Recognitions
7. Next Steps

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Affordable, Quality Benefits & Well-Being

sfhss.org



Better Every Day.

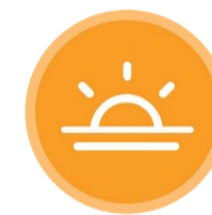
sfhss.org/well-being

EMPLOYEE
ASSISTANCE
PROGRAM

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sfhss.org/eap

**WELL-BEING
@WORK**



sfhss.org/well-beingatwork

WELL-BEING@WORK



*Small but
mighty*

The Team:

Carrie Beshears, Well-Being Manager

Jeannette Longtin, Sr. EAP Counselor

Julisa Nunez, Well-Being Program Educator

Lisa Ocampo, Well-Being Program Coordinator

Open Position, EAP Counselor



Why Well-Being@Work

When your employees' well-being is thriving, your organization directly benefits -- they take fewer sick days, deliver higher performance, and have lower rates of burnout and turnover.

Well-Being@Work Department Support

The SFHSS Well-Being Team is able to:

- 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

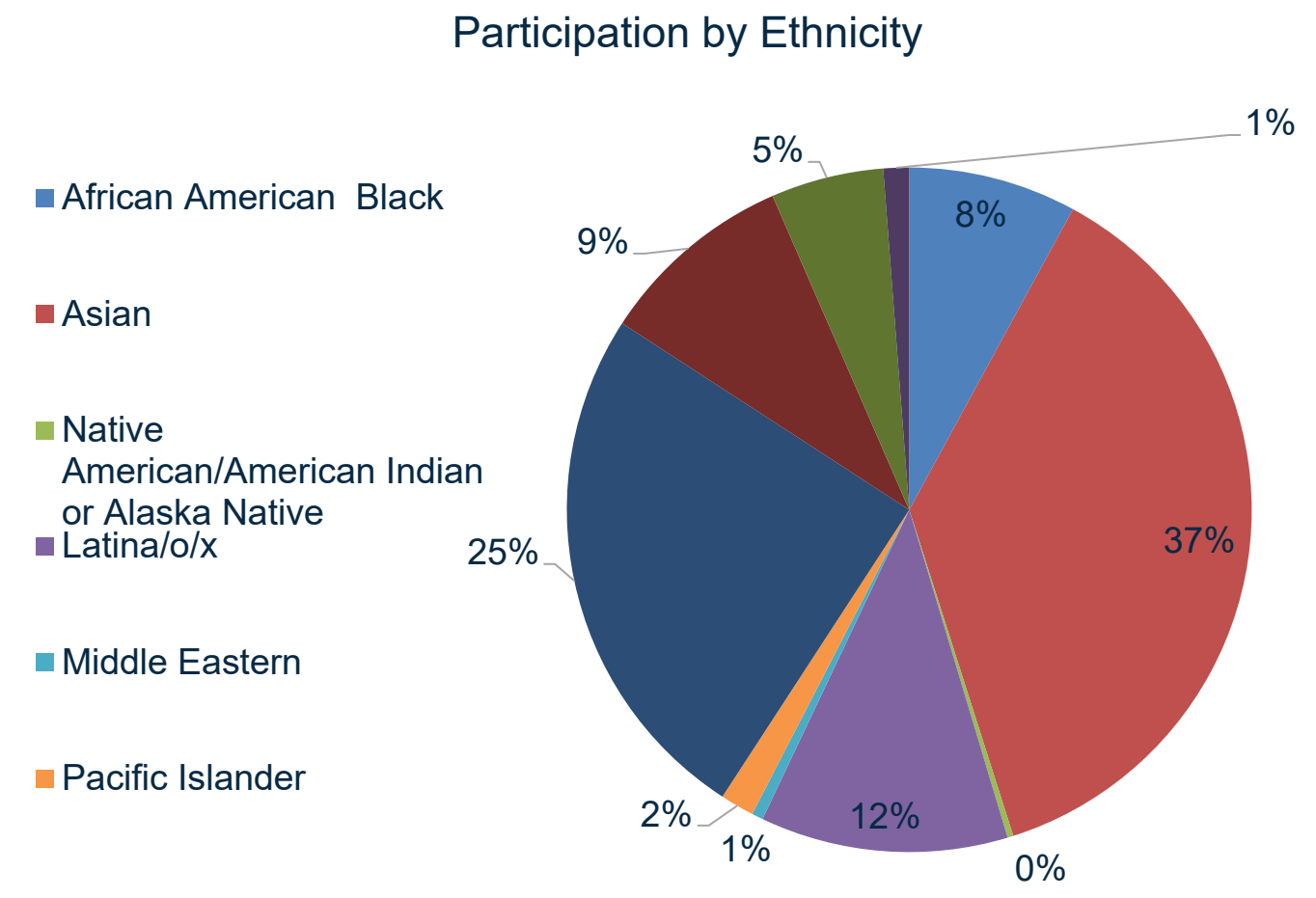
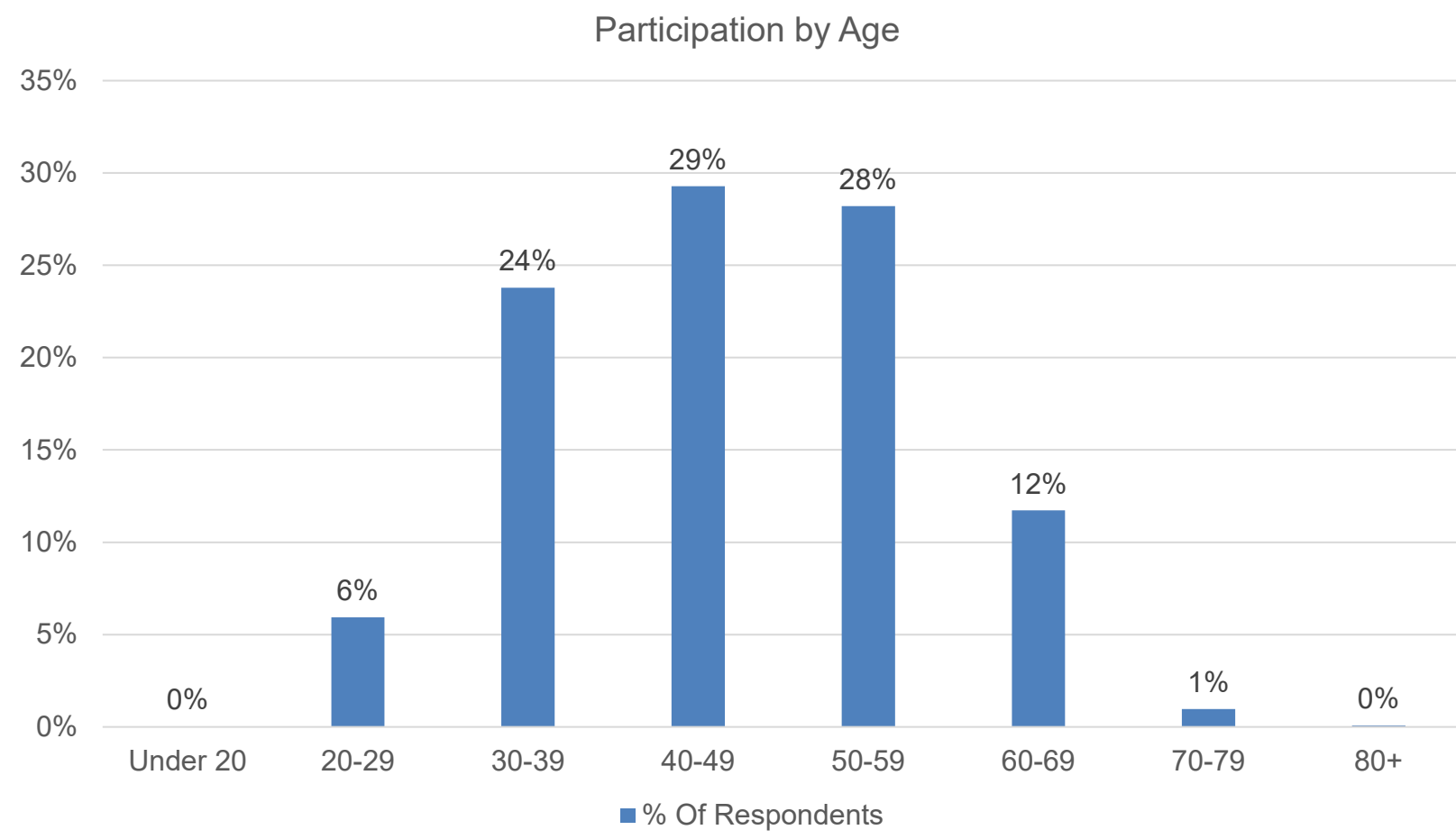
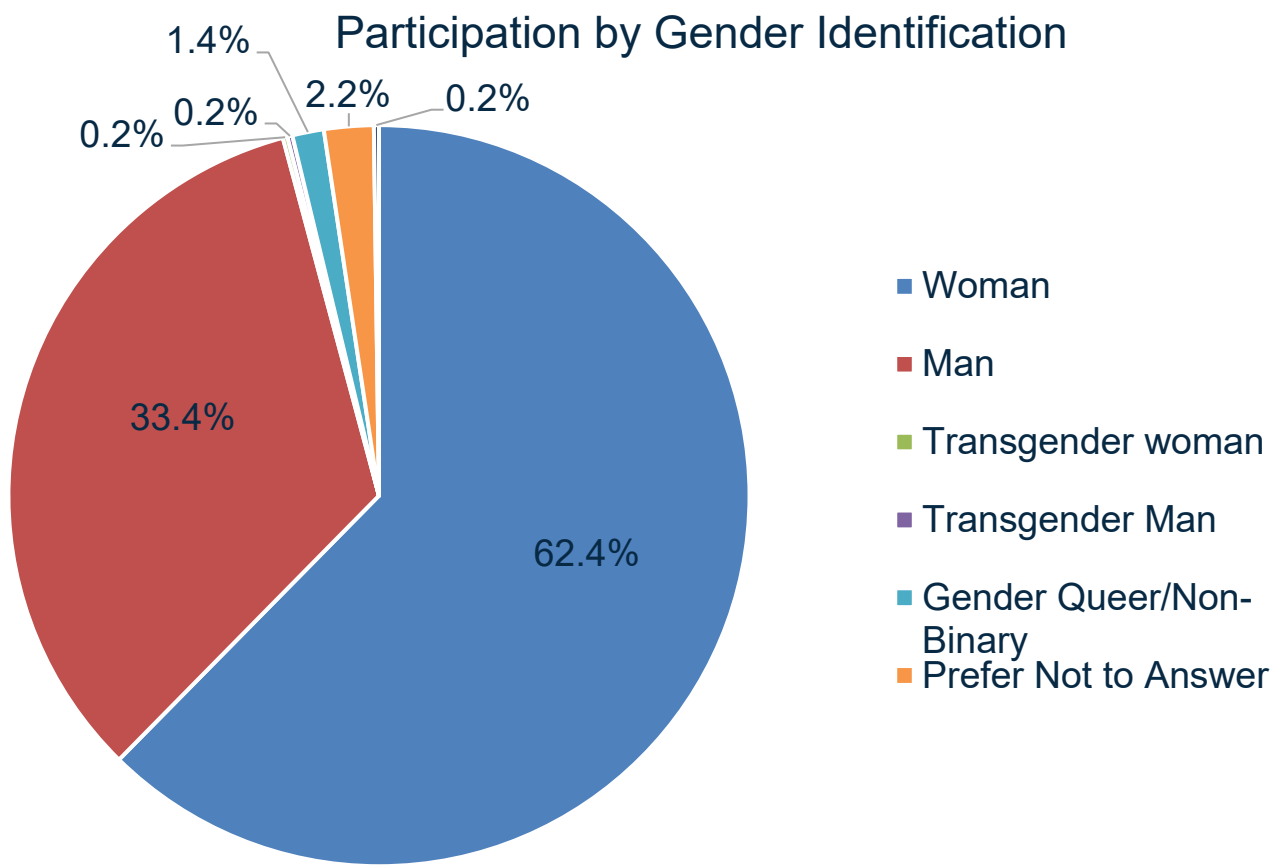


Well-Being Survey 2023

Citywide Data

Highlights

- 38,466 employees received the Well-Being@Work Survey
- 5,717 surveys collected
- 15% city-wide participation
- 53% of respondents work in a hybrid work environment, whereas 45% report to the workplace 100% of their work week.

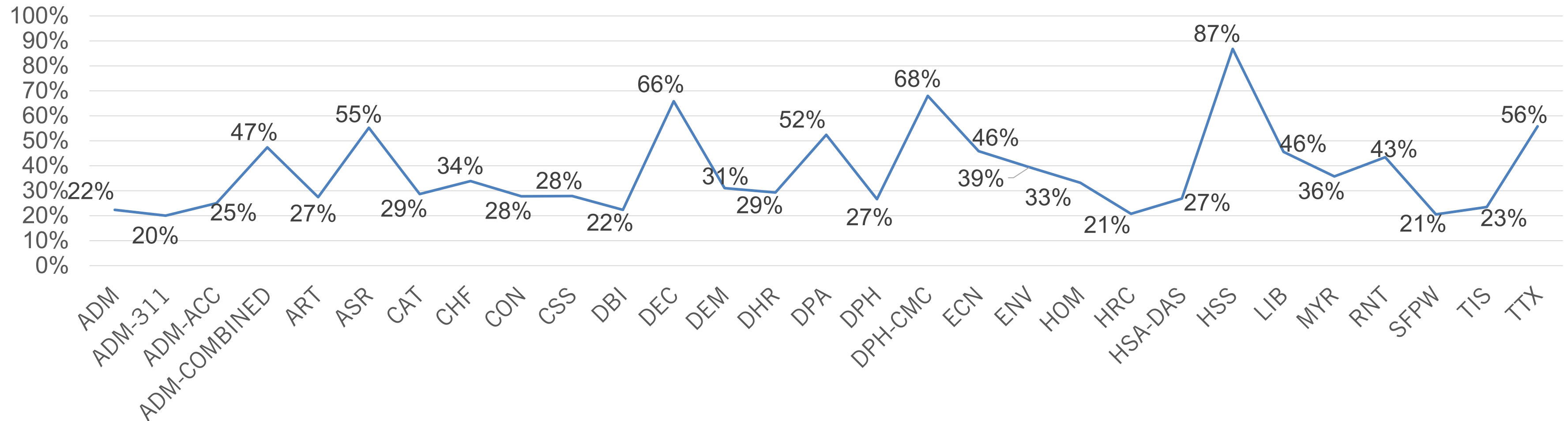


Well-Being Survey 2023

Citywide Data

Highlights

- 63 departments received the survey
- 51% of departments met $\geq 20\%$ participation goal



Key Players Roles & Responsibilities





What do you like most about being in a Champion or Department Lead role?

OR

What are you most excited about the Champion/Lead role?

Well-Being Champion

An employee with a commitment and passion for health and well-being that serves as an ambassador for the employee well-being program.

They help to:

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



Well-Being Lead

- Represents the departments 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 department Annual Plans
- Obtain buy-in from leadership/management
- Addresses policies to support employee well-being



Well-Being Key Players

Team:

1. Department Lead
2. Champions
3. Champion Lead
4. SFHSS Well-Being Coordinator

General Responsibilities:

- Develop and implement an annual plan for well-being
- Promote well-being
- Coordinate activities and events for employees
- Attend training (3-4 per FY), award ceremony, and appreciation events
- Participate in quarterly meetings with SFHSS

[Key Players Roles & Responsibilities Handout](#)

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 foundation of the Well-Being@Work program in the 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 Well-Being Coordination meetings
2. Serve as the point of contact for Well-Being implementation
3. Assist in executive leadership support
4. Coordinates communication and outreach within the department
5. Addresses well-being issues
6. Participate in Key Player training
7. Support Champion training and development
8. Represent department at Well-Being@Work Award Ceremony.

FOR MORE INFORMATION GO TO: www.sfhss.org/well-beingatwork

WELL-BEING@WORK

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)

RECOMMENDATIONS:

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

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.

FOR MORE INFORMATION GO TO: www.sfhss.org/well-beingatwork

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Support in Numbers

- 1 Department Lead (Assigned by Director)
- 1 Champion for every 200 employees (ideal 1 per 50 or less)
 - Volunteer
 - Appointed

The SFHSS Well-Being Team is here to support you along the way!




Champion Commitment

Key Players receive professional development opportunities by:

- Attending 3-4 trainings per FY 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 collab 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 @WORK



JOIN US IN MAKING
WELL-BEING A PRIORITY!

WHAT IS WELL-BEING@WORK?

The city-wide **Well-Being@Work** program helps create a workplace culture that inspires employees to feel good and take care of their well-being so they can live, feel, and be **Better Every Day**. A key function is to support employee well-being through a variety of well-being activities, programs, and resources at the workplace.

WE'RE RECRUITING CHAMPIONS!

Are you...

- Passionate about health and well-being?
- Approachable by all levels of employees in your department?
- Energetic and respected as a team player?
- Influential and inclusive of all colleagues within the workplace?

WANT TO LEARN MORE?

If you are interested in becoming a Well-Being Champion or to learn more about the **Well-Being@Work** program please contact:

Recruit New Champions

Download Poster

sfhss.org/resource/champion-recruitment-flyer

Well-Being@Work Website

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 (NEW)*

Trainings

- Access recent and archived training materials

Spotlights

- Download Nomination Form
- See Spotlight winners
- Get ideas from other Champions

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

Other resources:

[Employee Assistance Program \(EAP\)](#)

[DHR Well-Being Memorandum](#)

Well-Being@Work Annual Plan

Develop a 2-year Annual Plan (FY23-24 & FY24-25) that focuses on employee well-being to increase engagement, build community, and to help employees thrive.



Developing an 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

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

It's not too late to start, download, and start the [Annual Plan](#) today!

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 <i>department-wide</i> communications to promote well-being to employees at least ONE per month
Objective:	Identify and utilize at least THREE forms of communication (platforms)
Objective:	Send TWO mental health focused messages per fiscal year

PLAN & DOCUMENT RAISE AWARENESS EFFORTS						
Focus Area	Targets/Timeline	Monthly Communication - Provide Description of subject/topic	Year	Communication Platform	Communication Platform	Communication Platform
FY23-24						
Raise Awareness	July		2023			
Raise Awareness	August		2023			
Raise Awareness	September		2023			
Raise Awareness	October		2023			
Raise Awareness	November		2023			
Raise Awareness	December		2023			
Raise Awareness	January		2024			
Raise Awareness	February		2024			
Raise Awareness	March		2024			
Raise Awareness	April		2024			
Raise Awareness	May		2024			
Raise Awareness	June		2024			
FY24-25						
Raise Awareness	July		2024			
Raise Awareness	August		2024			
Raise Awareness	September		2024			
Raise Awareness	October		2024			
Raise Awareness	November		2024			
Raise Awareness	December		2024			
Raise Awareness	January		2025			
Raise Awareness	February		2025			
Raise Awareness	March		2025			
Raise Awareness	April		2025			
Raise Awareness	May		2025			
Raise Awareness	June		2025			

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 (1/FYQ) SFHSS Sponsored Well-Being Activities (https://sfhss.org/well-being/WB-activities) over the course of the fiscal year.
Objective:	Offer at least TWO Department-Led Activities OR use the SFHSS Toolkit (https://sfhss.org/well-beingatwork/toolkits-campaigns) over the course of the fiscal year.
Objective:	Schedule ONE of the following mental health training or workshop: Stress First Aid, Mental Health First Aid, EAP Overview w/ Psychological First Aid- Managers/Leaders, Making Work, Work, Leadership in Action over the course of the fiscal year.

PLAN & DOCUMENT OFFER PROGRAMS EFFORTS			
Focus Area	Targets and Timelines	Annual Plan	Date of event & name of activity
FY 23-24			
Offer Programs		Virtual/In-Person SFHSS Sponsored Activity #1	
Offer Programs		Virtual/In-Person SFHSS Sponsored Activity #2	
Offer Programs		Virtual/In-Person SFHSS Sponsored Activity #3	
Offer Programs		Virtual/In-Person SFHSS Sponsored Activity #4	
Offer Programs		Department Led Activity #1 OR Use a SFHSS Toolkit	
Offer Programs		Department Led Activity #2	
Offer Programs		Mental Health Training/Workshop	
Offer Programs			
FY 24-25			
Offer Programs		Virtual/In-Person SFHSS Sponsored Activity #1	
Offer Programs		Virtual/In-Person SFHSS Sponsored Activity #2	
Offer Programs		Virtual/In-Person SFHSS Sponsored Activity #3	
Offer Programs		Virtual/In-Person SFHSS Sponsored Activity #4	
Offer Programs		Department Led Activity #1 OR Use a SFHSS Toolkit	
Offer Programs		Department Led Activity #2	
Offer Programs		Mental Health Training/Workshop	
Offer Programs			
Offer Programs			

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 employee recognition and appreciation activity.
Objective:	Implement ONE recurring department led activity (e.g. stretch/wellness breaks, meeting energizers, walking groups, RECHARGE space, Wellness room etc.)
Objective:	Implement an annual employee engagement that includes well-being questions and/or help to promote the SFHSS well-being survey

PLAN & DOCUMENT CREATE A CULTURE EFFORTS			
Focus Area	Targets and Timelines	Annual Plan	Notes/Next Steps
FY23-24			
Create a Culture		City of San Francisco Policy- Healthy Socials Guidelines	
Create a Culture		DHR Policy- Injury and Illness Prevention (Ergonomics)	
Create a Culture		DHR Policy- Lactation	
Create a Culture		QRE- Departmental Racial Equity Action Plans	
Create a Culture		DHR Policy- Telecommute	
Create a Culture		DHR Policy- Time for Wellness Memo, Flex Scheduling	
Create a Culture		DHR Policy - Equitable, Fair and Respectful Workplace	
Create a Culture		Leadership/Department Level Recognition & Appreciation Event	
Create a Culture		Implement Department Led Activity: Reoccurring/regular onsite activity	
Create a Culture		Department Engagement Survey / Well-Being Survey	

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.
- Send **2** mental health-focused messages per fiscal year.



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





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

Ideas for Communications

Visit these websites to find content



Online

- [NIH Annual Health Observances](#)
- [Healthgrades 2024 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](#)

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](#)

SFHSS Communications

Upcoming monthly themes



August	September	October	November	December
<ul style="list-style-type: none">• Back to School• Sun Safety	<ul style="list-style-type: none">• Suicide Prevention Month• Flu Prevention Campaign• Open Enrollment and Benefit Fairs	<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">• Gratitude• Healthy Eating for the Holidays	<ul style="list-style-type: none">• Self-care for the Holidays

Open Enrollment

NEW TIMELINE: Starts 9/30 - Ends 10/25

Department Support:

- Hang posters
- Put out table tents
- Put up digital displays
- Send a department-wide email

How many posters and table tents will you need?

Consider:

- # of worksite buildings
- # of breakrooms
- Community areas throughout your workspace
- High-traffic areas

Complete the [Form](#) by Friday July 19



**Open Enrollment Period:
September 30th – October 25th, 2024**



Scan Here

**2025 Benefit Rates,
Plan Information,
Benefits Fairs, Webinars,
and Flu Clinics.**

**Deadline to submit Open Enrollment
changes is October 25th**

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WELL-BEING@WORK

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

Why

- Healthy habits support employee morale and resiliency.
- Offer programs to increase productivity and to create a culture of caring.
- Tailored programs to make them effective for your department's workforce.

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.
- Implement 2 department-led activities OR use a SFHSS Toolkit
- Schedule 1 of the following mental health training or workshop:
ComPsych Workshops, Stress First Aid, Mental Health First Aid, EAP Overview w/ Psychological First Aid-Managers/Leaders, Making Work, Work Series, and Leadership in Action



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 (late September-November only)
- 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 Health/Wellness fairs

Activities are provided by:

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



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Well-Being Survey: Sleep

Sleep was one of the top-rated topics of interest for employees.

Higher perceived stress scores are connected to health concerns and are linked to:

- Failure to quit smoking
- Failure among diabetics to control blood sugar levels
- Greater vulnerability to depressive symptoms
- More colds

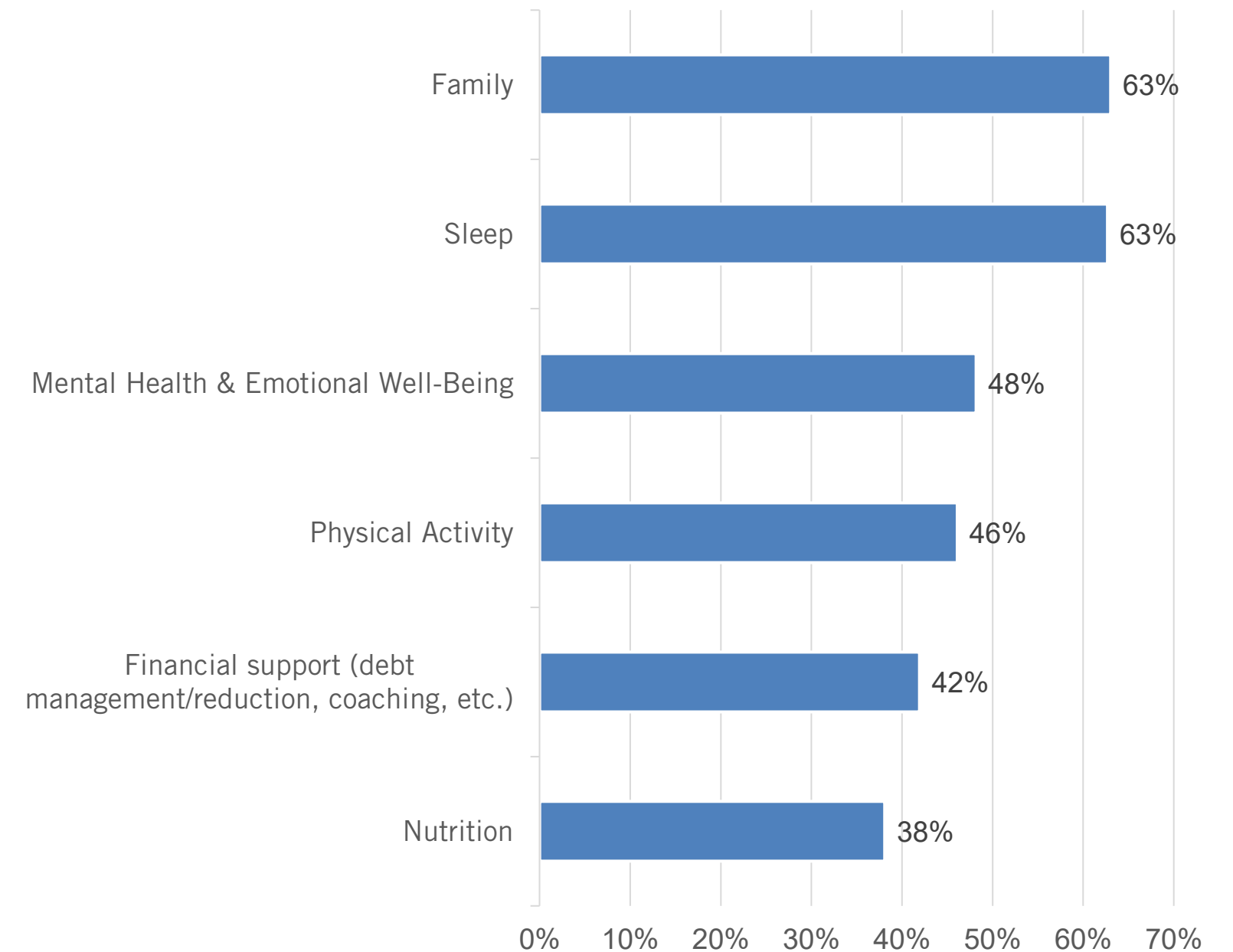
The Citywide average PSS score of 16.4 = high health concern

Available Resources:

- Workshops, training and group exercise
- Coaching for sleep, healthy eating, physical activity
- Sleep Series (Sleep for Better Health)
- Healthy Habits Program
- Diabetes Prevention Program
- Health Plan Resources
- CredibleMind
- Toolkits: RECHARGE, Play Your Way, and Eat Better Feel Better

Reach out to your SFHSS Well-Being Coordinator to learn more!

Top 3 Topics of Interest: Support Well-Being-



Well-Being Survey: Stress

Those who experience a higher level of stress feel lower levels of psychological and physical safety at work.

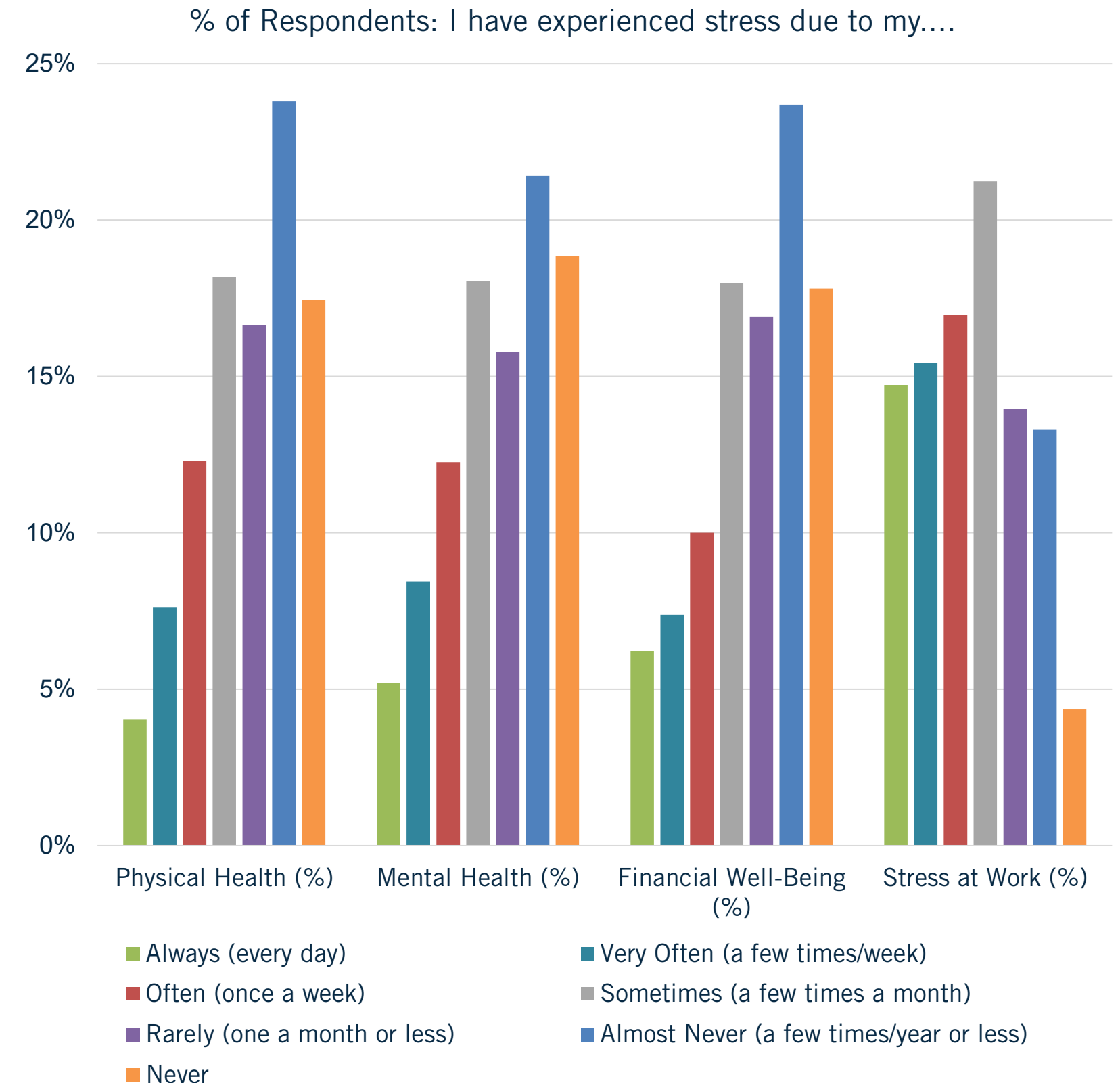
33% of respondents indicated they have a stress level of 8 or higher within the past 30 days. Stress level was rated from 0 = No Stress to 10 = Extreme Stress within the past 30 days.

47% indicate that they experience stress due to their stress at work once a week to as often as every day.

Available Resources:

- Workshops, trainings, and group exercise
 - ComPsych Workshops
 - Stress First Aid
 - Mental Health First Aid
 - EAP Overview w/ Psychological First Aid for Managers/Leaders
 - Making Work, Work Series
 - Leadership in Action
- Coaching for Stress Management and Emotional Well-Being
- CredibleMind
- Toolkits: RECHARGE

Reach out to your SFHSS Well-Being Coordinator to learn more!



Well-Being Survey: Community & Support

Those who experience higher stress feel their department does not provide them with a sense of community or provide opportunities for them to socialize at work.

Overall work community and department support

- 58% feel their work provides them with a sense of community
- 51% feel their department is committed to employee health and well-being

Management support

- 67% have regular check in's with their manager
- 60% feel they can count on their manager for support when they need it

Co-worker/Colleague Support

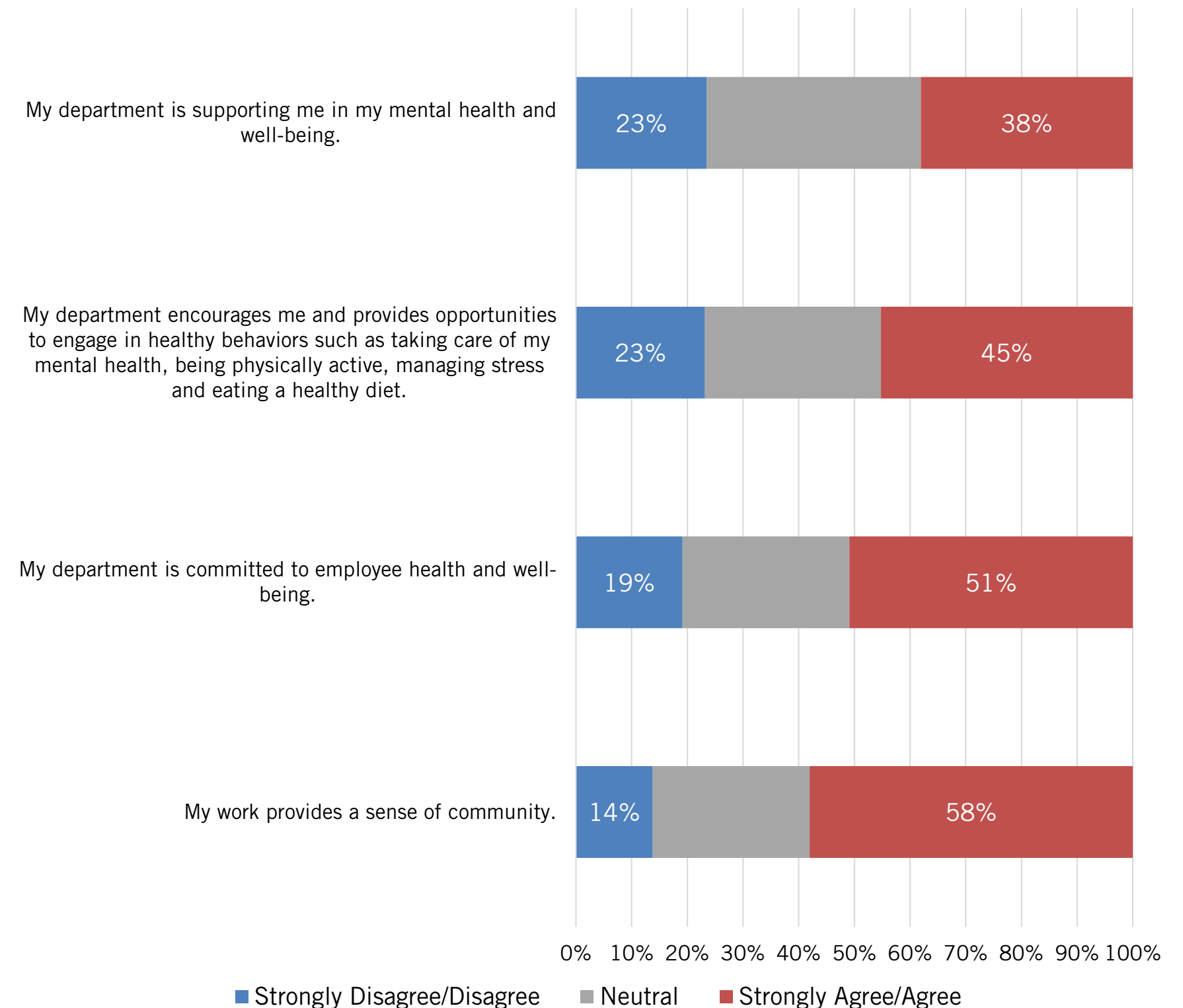
- 70% feel supported by their co-workers
- 59% have opportunities to socialize at work

Toolkit/Resources:

- Healthy Socials Guidelines
- Ice Breakers
- Department Retreats
- Games and Teambuilding Activities – Leverage the department spotlights for ideas

Reach out to your SFHSS Well-Being Coordinator to learn more!

Work and Overall Department Support



Requesting an SFHSS Sponsored Activity



Most requests take 6-8 weeks lead time visit sfhss.org/well-being/WB-activities for more information.



1. Select the Activity

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



2. Submit a Request

Complete the [Activity Request Form](#) online. Please provide as much details as possible. Most activities require 6-8 weeks advance lead time.



3. Notify Well-Being/Coordinator

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.



Upcoming SFHSS Activities & Programs

August	September	October	November
<ul style="list-style-type: none">• Summer Olympics Photo Contest	<ul style="list-style-type: none">• Diabetes Prevention Program• Flu Shot Clinics• Open Enrollment starts 9/30	<ul style="list-style-type: none">• Flu Shot Clinics• Open Enrollment ends 10/25• Benefits Fairs• Healthy Aging for Women Series	<ul style="list-style-type: none">• Healthy Habits Program

Olympics Photo Contest

Strike an Olympic Pose & Tag on your social media sites @HSS_SF, @SanFranciscoHSS and #OlympicsSpirit

Contest Runs from **July 15, 2024 – August 30, 2024**

Are you ready for the Olympics? We are so excited to cheer on Team USA in Paris! We know we have some awesome athletes and cheerleaders among us, so show us your **#OlympicsSpirit** by sending a video or photo of you doing or posing for your favorite Olympics sport. Email submissions to well-being@sfgov.org and include your department name.

Photo submissions may be posted publicly on the SFHSS website and or shared in our monthly Better Every Day communications. If you do not want your video/photo to be shared, please let the well-being team know.

The department with the most submissions will **win healthy fresh organic fruit boxes** from The Fruit Guys.

Go Team USA!





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 & Campaigns



Implement one of the SFHSS engagement toolkits sfhss.org/well-beingatwork/toolkits-campaigns as a department led activity



Physical Activity

- Find Your 30
- Play Your Way BINGO
- Play Your Way Fitness Passport



Healthy Eating

- Aim for Five Challenge
- Fruit and Vegetable
- Trivia Hosting Healthy Gatherings



Stress Management

- RECHARGE Instant Recess
- Create a RECHARGE Space
- Walking to RECHARGE



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

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 at least 2 weeks advance notice.** Some restrictions may apply.

Fruit Requests

- The order form is now online at sfhss.org/well-being/WB-activities.
- Download the order form and follow the instructions.

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

Is the organization's commitment and willingness to demonstrate, through attitude, words and action - to support the well-being of employees.

Having leadership support helps to establish and maintain a workplace environment that consistently encourages, assists, and celebrates healthy behaviors among its employees.

Engaged leadership help to create a culture of caring and well-being for all employees.





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.
- Implement **1** employee recognition and appreciation activity.
- Implement **1** reoccurring well-being activity or program at least 4 times or more.
- Implement an annual employee engagement survey that includes well-being questions and/or helps to promote the SFHSS well-being survey.

Meet leaders where they are at

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

- **New** - Workplace Violence Prevention
- Healthy Social Guidelines
- Injury and Illness Prevention (Ergonomics)
- Lactation Policy and Family Friendly Workplace Ordinance
- Racial Equity Action Plan
- Telecommute Policy and Program
- DHR's Well-Being Memorandum
- Equitable Fair and Respect in the Workplace

View DHR's workplace policies sfhss.org/well-beingatwork/cc



Well-Being Survey: Psychological and Physical Safety

Individuals who experience less stress feel

- Physically safe at work
- They have been given the appropriate amount of safety training to feel safe at work

Those who experience higher levels of stress feel

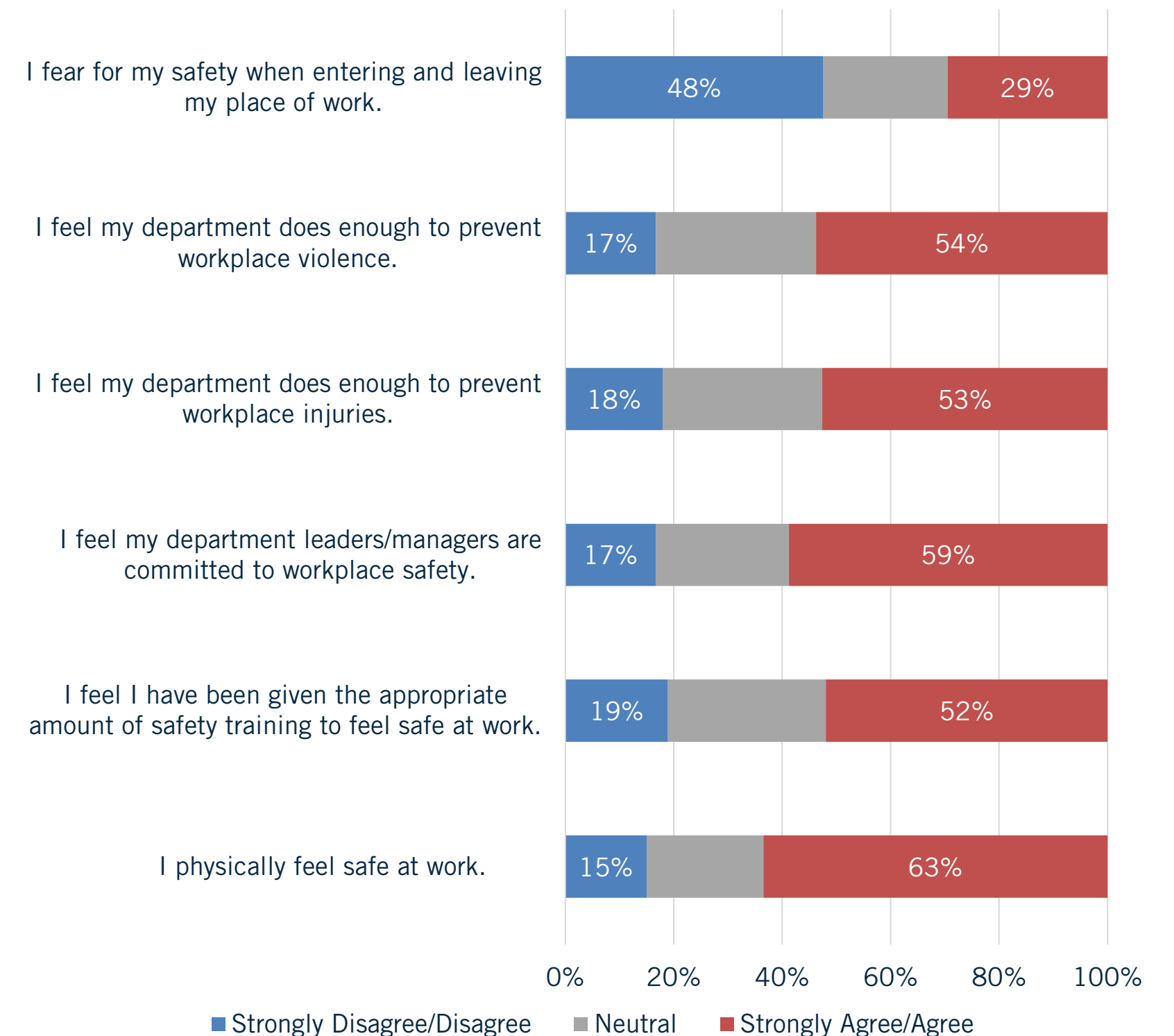
- Their department doesn't do enough to prevent workplace injury
- They fear for their safety when entering and leaving their workplace

Available Resources:

- Workshops, trainings, and group exercise
 - ComPsych Workshops
 - Stress First Aid
 - Mental Health First Aid
 - EAP Overview w/ Psychological First Aid-Managers/Leaders
 - Making Work, Work Series
 - Leadership in Action
- Coaching
- CredibleMind
- Workplace Violence Prevention Policy and Training

Reach out to your SFHSS Well-Being Coordinator to learn more!

How much do you agree with the following statement:



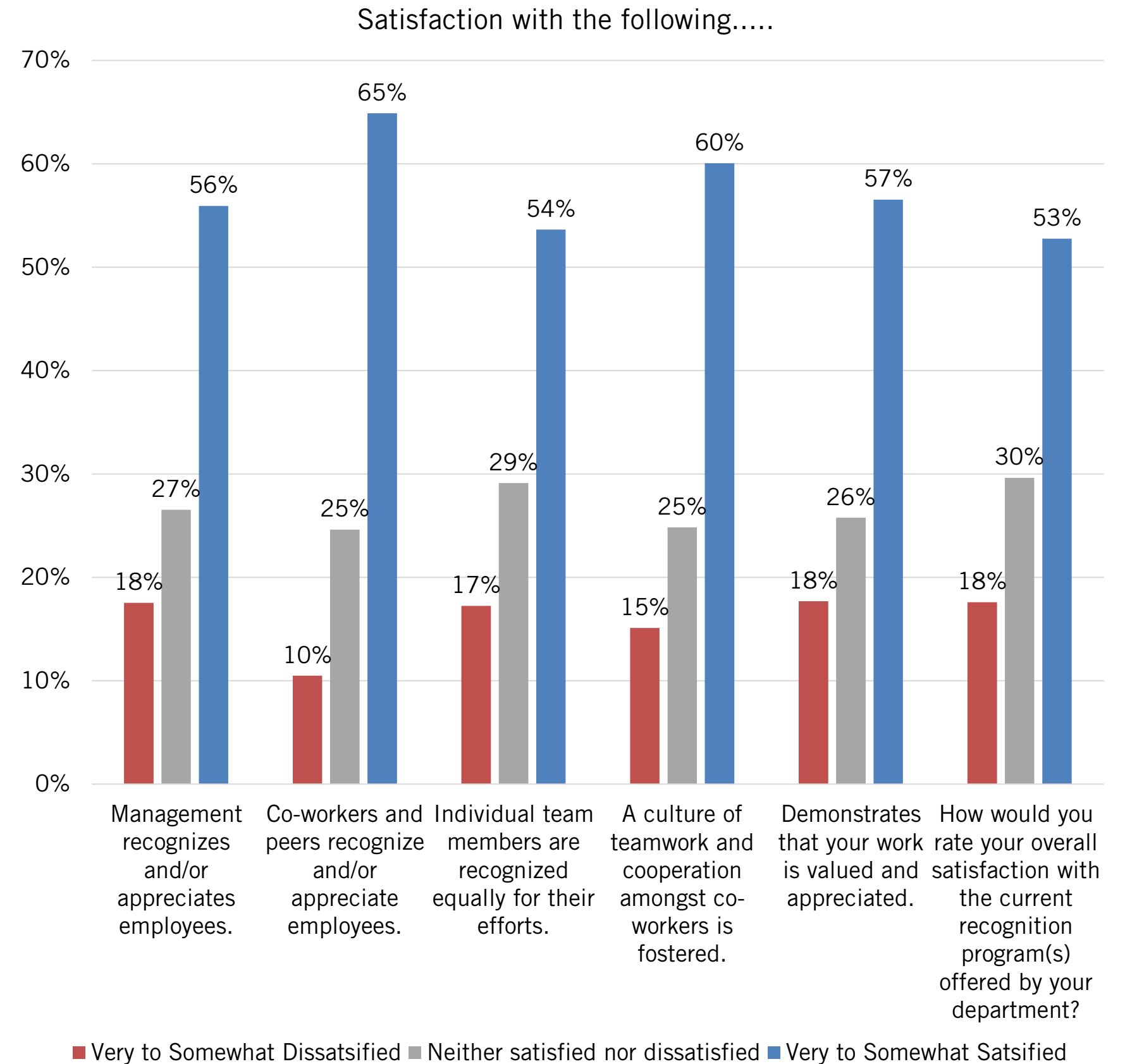
Well-Being Survey: Recognition and Appreciation Data

- The highest-rated preferred method of recognition from managers, leaders, and peers, was having their contributions written in their PPAR and an employee gathering with team-building activities and food.
- The overall preference of what individuals would like to be recognized for include:
 - Going above and beyond (37%)
 - Helping others in the department (35%)
 - Project success (milestone)/completion (29%)
 - Years of Service (28%)
- 29% of respondents didn't feel the recognition program was clearly explained to them.
- 24% were not aware of the procedures for nominating an employee for an award.

Available Resources:

- Games and Teambuilding Activities – Leverage the department spotlights for ideas
- Recognition and Appreciation Toolkit

Reach out to your SFHSS Well-Being Coordinator to learn more!





Recognition and Appreciation Guide

Cultivate Recognition with Appreciation

- Leadership
- Peer
- Department

View the Recognition and Appreciation Guide:
<https://sfhss.org/resource/recognition-appreciation-guide-department-leaders>



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.

Well-Being@Work Recognitions & Celebration





SFHSS recognizes department well-being efforts through:



- Bi-Annually Well-Being@Work Award Ceremony
- Award levels: Platinum, Gold, Silver, and Bronze
- Bi-Annually Champion Appreciation Celebration
- Department Spotlights

Why Submit Spotlights?

- Spotlights provide the opportunity to highlight programs and activities at various departments that supports employee's well-being at work.
- Spotlights allow Well-Being@Work Key Players to share stories, obtain ideas from other departments, and receive recognition for their efforts.
- Submissions are accepted throughout the year and shared through Well-Being@Work communication platforms and with Department Heads.
- Visit sfhss.org/well-beingwork-spotlights to checkout Spotlights from Champions

ECN: Heritage Month Celebrations

City Hall and 1SVN Workforce Office

At our workplace, we've implemented heritage month celebrations like AANHPI, Arab American, and others, where we delve into the rich cultural backgrounds of the heritage. These celebrations provide opportunities for education, understanding, and appreciation of diverse heritages, impacting everyone in our workplace community.

As a result of these programs, we've witnessed significant positive changes in our workplace well-being. By becoming more knowledgeable about different cultures and backgrounds, our team members have fostered a more inclusive environment. This inclusivity has led to increased empathy, understanding, and collaboration among colleagues, ultimately contributing to enhanced overall well-being in the workplace.

WELL-BEING@WORK



SAN FRANCISCO HEALTH SERVICE SYSTEM

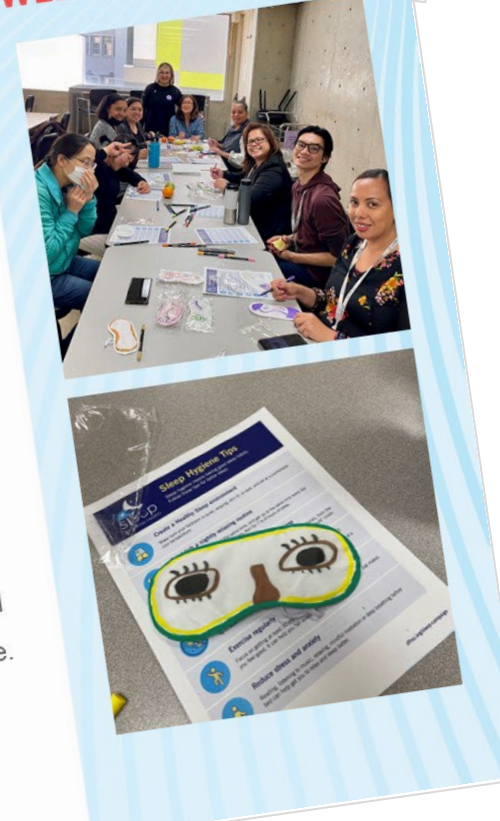
HSA: Sleep Mask Decorating Activity

When and where did the program take place? The activity took place at 1650 Mission and 170 Otis on 3/14/24 and 3/20/24

In honor of sleep awareness month, the wellness champions put together a sleep mask decorating activity. Sleep masks and healthy snacks were provided. Promotional flyers were handed out to all participants that highlighted good sleep hygiene. It impacted all employees at 1650 Mission and 170 Otis that participated. Participants decorated their sleep masks while they read up on important tips for good sleep.

The activity brought positive feedback from employees. They enjoyed themselves and enjoyed being able to socialize with other employees. They hope more activities will be implemented in the future. The information provided on sleep hygiene is important for all employees. Better sleep makes employees more productive and is important to live a long and healthy life.

WELL-BEING@WORK



SAN FRANCISCO HEALTH SERVICE SYSTEM

Tips for Submitting Spotlights?

- Download and follow the instructions on the [Spotlight template](#).
- Spotlight any **NEW** activity or program that supports employee well-being.
- Include name(s) of employee(s) involved in the implementation.
- Provide a summary and details about the activity or program and how it supported employee well-being.
- Include pictures.
- Write in the [third-person](#) point of view.



Next Steps

Complete the [form](#) on open enrollment marketing materials by 7/19

Promote the Olympic photo contest

W@W Annual Plan for FY 23-25

Completing Annual Plan for FY 24-25?

Continue to track your activities in tabs: 1B, 2B, 3B, and Participation

Start planning your activities and submit requests for the next 3-6 months

Starting an Annual Plan this FY?

Download and complete Best Practice tabs: 1A, 2A, 3A) on [Annual Plan template](#)

Start planning your activities and submit requests for the next 3-6 months

Q1 Check-in Meeting in September

Save-the-date, Champion Appreciation Event

September 25.



Thank you!