

# Well-Being@Work Overview Training

July 12, 2023

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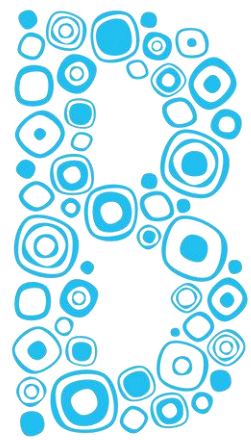
# Agenda

- 1 SFHSS Well-Being - Who We Are
- 2 Why Well-Being@Work
- 3 Well-Being@Work Key Players
- 4 Review Well-Being@Work Website
- 5 Developing an Annual Plan - Key Areas of Focus
- 6 Well-Being@Work Recognitions
- 7 Next Steps

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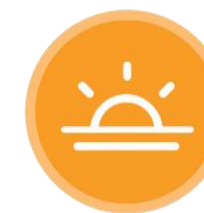
[sfhss.org/well-being](http://sfhss.org/well-being)

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[sfhss.org/eap](http://sfhss.org/eap)

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[sfhss.org/well-beingatwork](http://sfhss.org/well-beingatwork)

**WELL-BEING@WORK**



## **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*

*Small but  
mighty*





# 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





# Key Players Roles & Responsibilities





# 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, 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@Work training
2. Being Coordinator for the department's well-being implementation
3. Serve as the point of contact for well-being leadership support
3. Assist in executing the department's well-being strategy
4. Coordinates communication and reporting within the department
5. Addresses well-being issues within the department
6. Participate in Key Player training
7. Support Champion training and development
8. Support Champion training and development
8. Represent department at 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)

**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.

**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.

FOR MORE INFORMATION GO TO: [www.sfhss.org/well-beingatwork](http://www.sfhss.org/well-beingatwork)

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# Well-Being Champion

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

## **They help to:**

- Increase awareness - be the voice
- Increase visibility - 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



# 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 quarterly 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 Platers 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](mailto:well-being@sfgov.org) for more information.

Learn more at [sfhss.org/well-beingatwork/key-players](https://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?

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3



we're

**RECRUITING!**

### ARE YOU?

- 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 workplace

**BECOME  
A  
WELL-BEING  
CHAMPION**

- ✓ ASSIST IN WELL-BEING STRATEGY DEVELOPMENT AND IMPLEMENTATION
- ✓ COORDINATE ACTIVITIES AND EVENTS
- ✓ ATTEND TRAININGS
- ✓ PROMOTE WELL-BEING



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FOR MORE INFORMATION CONTACT:

**well-being@sfgov.org**

# Recruit New Champions

## Download Flyer

[sfhss.org/resource/champion-recruitment-flyer](https://sfhss.org/resource/champion-recruitment-flyer)

**WELL-BEING@WORK**

# Well-Being@Work Website

[sfhss.org/well-beingatwork](https://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

## 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 in all 3 Key Areas

## 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](#)





# Breakout Session

# Well-Being@Work Annual Plan

Develop a 2-Year Annual Plan (FY23-24 & FY24-25) that focuses on employee well-being to increase engagement, morale, 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.

Download and start the new [FY 23-25 Annual Plan](#) today!

RAISE AWARENESS: COMMUNICATIONS ANNUAL PLAN	
<b>Goal:</b>	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.
<b>Objective:</b>	Develop a frequency of recurring department-wide communications to promote well-being to employees at least ONE per month
<b>Objective:</b>	Identify and utilize at least THREE forms of communication (platforms)
<b>Objective:</b>	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	
<b>Goal:</b>	Offer programs to increase engagement and to provide opportunities for employees to develop and practice healthy habits at work.
<b>Objective:</b>	Offer/Implement at least FOUR (1/FYQ) SFHSS Sponsored Well-Being Activities ( <a href="https://sfhss.org/well-being/WB-activities">https://sfhss.org/well-being/WB-activities</a> ) over the course of the fiscal year.
<b>Objective:</b>	Offer at least TWO Department-Led Activities OR use the SFHSS Toolkit ( <a href="https://sfhss.org/well-beingatwork/toolkits-campaigns">https://sfhss.org/well-beingatwork/toolkits-campaigns</a> ) over the course of the fiscal year.
<b>Objective:</b>	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	
<b>Goal:</b>	To support leaders in engaging with department well-being efforts through recognition and policy.
<b>Objective:</b>	Identify ONE existing department wide well-being policy, different from prior two fiscal years, to elevate implement.
<b>Objective:</b>	Implement ONE employee recognition and appreciation activity.
<b>Objective:</b>	Implement ONE recurring department led activity (e.g. stretch/wellness breaks, meeting energizers, walking groups, RECHARGE space, Wellness room etc.)
<b>Objective:</b>	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		<a href="#">City of San Francisco Policy- Healthy Socials Guidelines</a>	
Create a Culture		<a href="#">DHR Policy- Injury and Illness Prevention (Ergonomics)</a>	
Create a Culture		<a href="#">DHR Policy- Lactation</a>	
Create a Culture		<a href="#">ORE- Departmental Racial Equity Action Plans</a>	
Create a Culture		<a href="#">DHR Policy- Telecommute</a>	
Create a Culture		<a href="#">DHR Policy- Time for Wellness Memo, Flex Scheduling</a>	
Create a Culture		<a href="#">DHR Policy - Equitable, Fair and Respectful Workplace</a>	
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.
- **NEW:** 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

# Step 1: Complete Best Practices

Annual Plan Tab 1A. Raise Awareness



1

Understand the make-up of your workforce to help determine the communication strategy used for departmentwide well-being communications.

2

Identify your employee work status to help decide which communication platforms should be used for departmentwide well-being messages.

3

Decide on the communications platforms available in your department. Ensure accessibility and inclusivity.

[Download Annual Plan Template](#)

# 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.
- **NEW:** Implement 2 department-led activities OR use a SFHSS Toolkit
- **NEW:** Schedule 1 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 series, and Leadership in Action*



# Types of Programs

1

## SFHSS Sponsored Well-Being Activities

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

2

## Department Led Activities

Led and implemented by 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

## Vitrual

- 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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# Requesting an SFHSS Sponsored Activity



Most requests take 6-8 weeks lead time visit [sfhss.org/well-being/WB-activities](https://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 requires 6-8 weeks advance lead time.



## 3. Notify Well-Being/Coordinator

Email [well-being@sfgov.org](mailto:well-being@sfgov.org) and cc your Coordinator to let us know you have submitted a request(s). It may take up to 10 business days to receive a confirmation email.



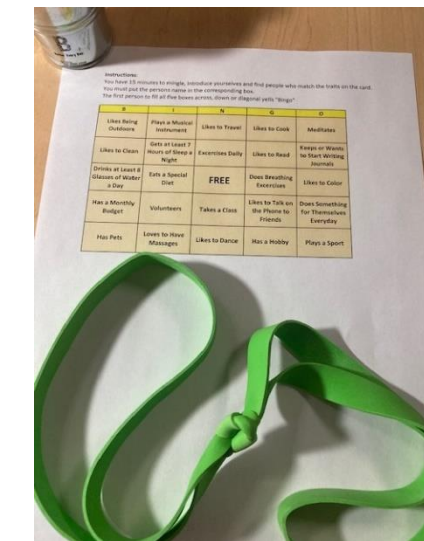
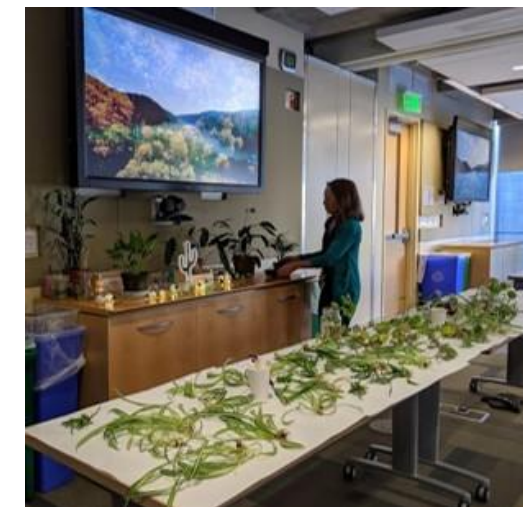
# Department Led Activities

Well-Being activities that are implemented by Champions or your department (non-SFHSS sponsored event)



## Examples:

- Trainings, seminars or professional development workshops that supports 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 ice breakers



Get ideas from other Champions here:

[sfhss.org/well-beingwork-spotlights](https://sfhss.org/well-beingwork-spotlights)

# Toolkits & Campaigns



Implement one of the SFHSS engagement toolkits [sfhss.org/well-beingatwork/toolkits-campaigns](https://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



# Step 2: Complete Best Practices

Annual Plan Tab 2A. Offer Programs [Download Annual Plan Template](#)



1

Reflect on your department's experience in promoting well-being-- this will help you to set realistic goals for programming.

2

Decide on where and how you will host or implement. Choose from a variety of different activities and programs sponsored by SFHSS.

3

Implement a department led activity or use a SFHSS Toolkit. Don't forget to tailor your well-being activity or program to meet your departments needs.

4

Provide educational opportunities for employees recognize and support employee Mental Health. Decide which workshop/training you would like to offer.



# Incentives and Fruit Orders

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

SHSS can provide giveaways and/or fresh fruit to help support a well-being challenge/campaign, well-being/health fairs, and other well-being events and activities that supports employee's well-being. Some restrictions may apply.

To order, email your Coordinator at a minimum 2 – 3 weeks in advance. Provide details on the activity and how the incentives will be used.



# 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.
- **NEW:** Implement an annual employee engagement survey that includes well-being questions and/or help 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.

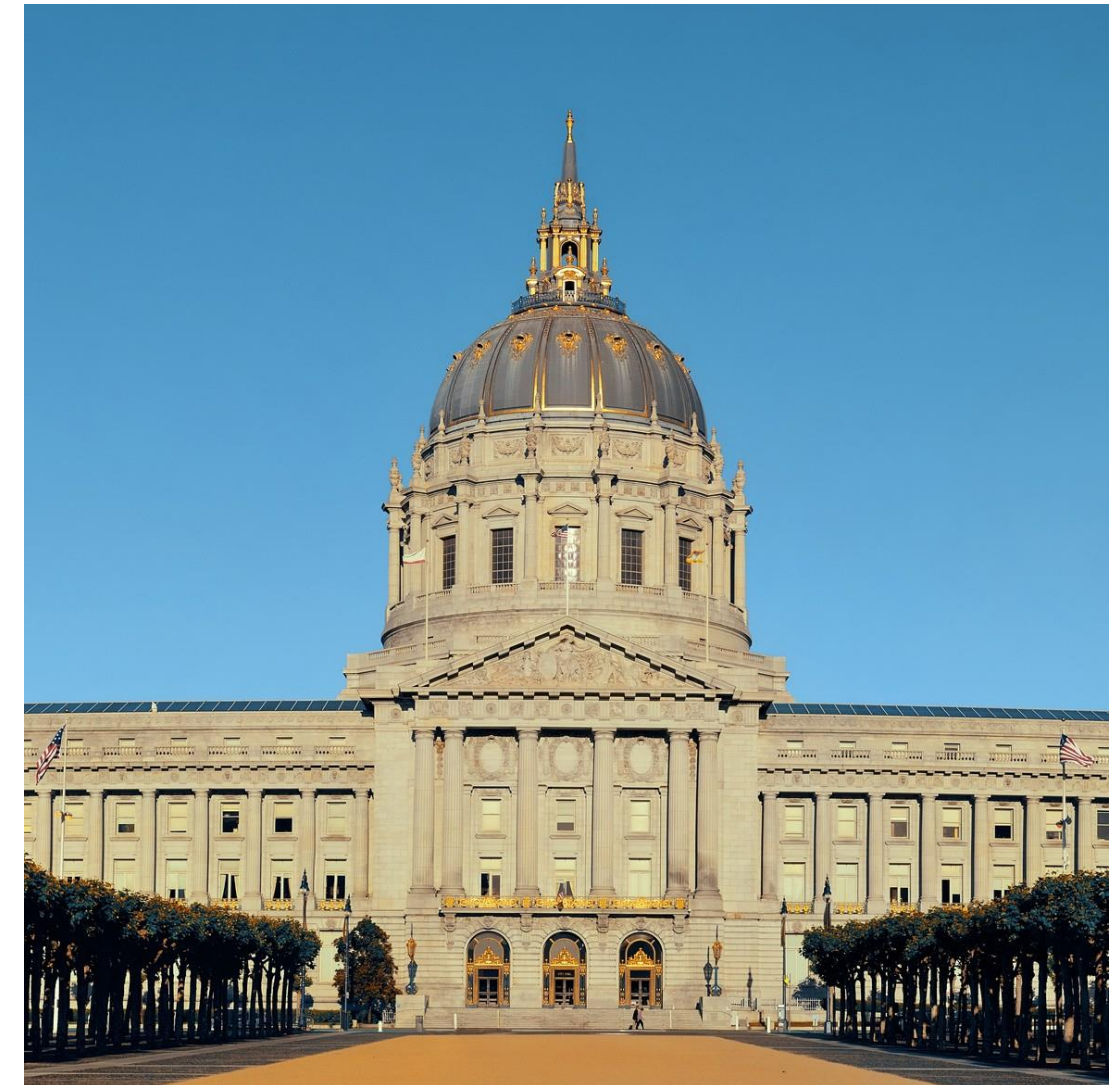






# People and Policy

- 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
- **NEW:** Equitable Fair and Respect in the Workplace



View DHR's workplace policies [sfhss.org/well-beingatwork/cc](https://sfhss.org/well-beingatwork/cc)



# 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.





# Step 3: Complete Best Practices

Annual Plan Tab 3A. Create a Culture [Download Annual Plan Template](#)

1

Identify opportunities to establish well-being with department leadership and existing groups that can promote and support your efforts.

2

Create a culture of employee recognition and appreciation.

3

Use existing DHR polices or memorandums to support employee well-being. Make sure employees know about them.

4

Create consistency by offering a recurring well-being activity or program at least 4 times or more. Aim to offer monthly.

5

Learn about your employee population and drive well-being strategy based on results from an engagement or well-being survey



# Breakout Session



# Well-Being@Work Recognitions & Celebrations

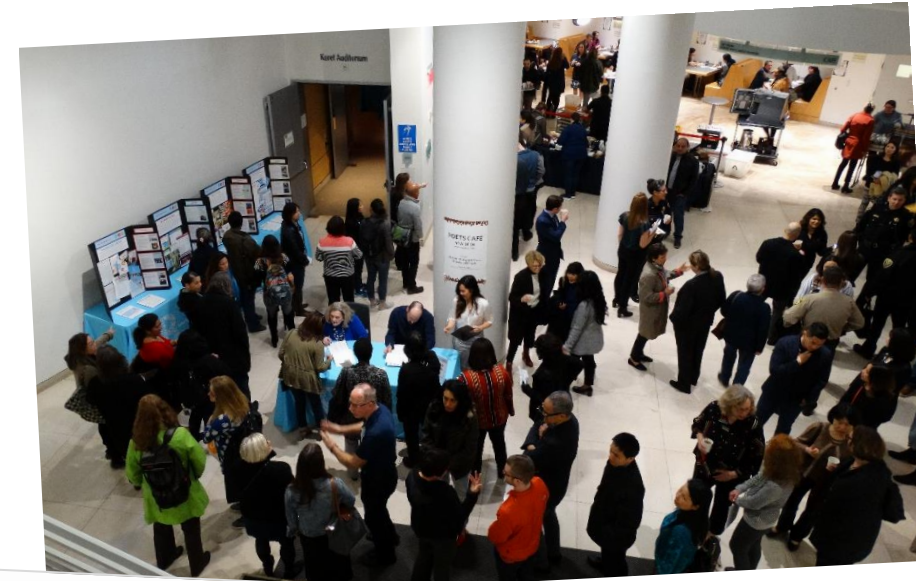




# Well-Being@Work Recognitions & Celebrations

SFHSS recognizes departments well-being efforts through:

- Award Ceremonies (Platinum, Gold, Silver, and Bronze) – *Tentative 11/29*
- Department Program [Spotlights](#)
- Champion Appreciation Events – *Tentative 9/27*



### AIR: Ping Pong Tournament

San Francisco International Airport

- Skilled Trades Employees — November 2019
- Custodial Employees — February 2020
- SFO Facilities Ping Pong Championship — February 2023

The Airport Well-Being Team offered an SFO Ping Pong Tournament for the Facilities Division at the Airport; one for the Skilled Trades employees and one for the Custodial employees. The championship game was postponed due to the COVID-19 Pandemic and finally, after three years, they were able to finish the championship. Congrats to the winners and everyone who participated.

The goal of the tournament was to get employees to engage in an activity that supported their emotional, social, and physical well-being. It was also a chance to boost employee morale with a little fun and friendly competition.

The SFO Well-Being Team and employees would like to offer this on an annual basis.

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### RPD: In-person Yoga Series

After a 2 years hiatus, in-person yoga classes finally returned for RPD employees to enjoy, relax, and recharge. Yoga classes started again at The Conservatory of Flowers, Orchid Pavilion in Golden Gate Park with instructor, Donna Davis.

Sponsored by SFHSS Well-Being, the classes started on Thursdays, January 26, 2023, to February 23, 2023, from 12:00pm-1:00pm. To help raise awareness the RPD Champions promoting the series via flyers, emails, Newsletters, and at RPD meeting shout-outs. Each session had a mix of Lodge & Annex employees and those in the field. A group of gardeners even gained support from their supervisor to make special scheduling arrangements so they could participate. On average there were 7 attendees per class.

Employees appreciated the classes and provided feedback that they would like to see the series continue. Many expressed that "Thursday in-person yoga with Donna is a valuable Wellness offering" and "it's been a great way to relax and bring me some energy in the middle of the week". Participants also got to meet other RPD Employees from different divisions, which helped to build a sense of community. The next series is slated to start again on March 23 to June 29, 2023.

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# 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 quarterly.
- Visit [sfhss.org/well-beingwork-spotlights](https://sfhss.org/well-beingwork-spotlights) to checkout Spotlights from Champions

## ADM - SF Animal Care & Control (ACC) Shelter Appreciation Week

The San Francisco Animal Care and Control celebrated their annual National Animal Shelter Appreciation week from November 7-10. ACC leadership organized a weeklong of fun activities and events for employees to show their appreciation and gratitude for the work they do at the shelter and for the community. ACC employees were treated to daily raffle drawings for prizes, well-being activities, catered lunch, and refreshments. On Wednesday, special guest, Bryan Tsiliacos, an SF native, donated care packages to each ACC employee as part of his campaign to complete 30 Acts of Kindness Before 30.

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## ADM - Office of the City Administrator (OCA) Jenga Break

In October, the OCA Well-Being Champion dedicated a space for employees to take a break by playing Jenga. The purpose of this activity is to provide opportunities for employees to engage in a fun activity together. This activity supports employees mental and emotional well-being. The entire office was encouraged to participate at their own leisure. People have expressed that this fun activity brought smiles to their faces and has created a "happier" work environment just by listening or watching colleagues play.

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## WELL-BEING@WORK



# 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.

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## ENV: Anti-Capitalist Valentines Day Crafting

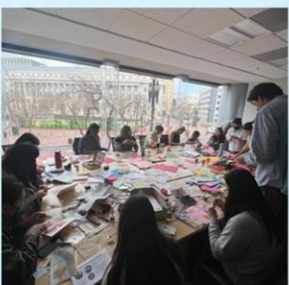
This activity was led by our department's 99 Champion, Jax Puliatti. This group project brought colleagues together to create and celebrate one another, our friends, and loved ones!

Keeping the environment and anti-capitalist values in mind, folks gathered around the table to craft festive and creative V-day cards using all repurposed materials.

This activity took place at 1155 Market St. 3<sup>rd</sup> floor on Valentines Day. The reunion was an example of how celebrating those we love is a universal experience that can bring us all together while still maintaining our zero-waste values.

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# Next Steps

## 1. W@W Annual Plan for FY 23-25

- 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

## 2. Check-in Meeting #1

- Schedule a 30-minute meeting in September with your Coordinator to review the Annual Plan.

## 3. Save-the-dates

- Champion Appreciation Event - Wednesday, September 27, 2023
- Well-Being@Work Award Ceremony – Wednesday, November 29, 2023



# Thank you!