Garfield County
Workplace Well-Being Template

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Making the Case for Workplace Well-Being

- **Impact of Chronic Disease and Lifestyle**
  - In the United States 7 in 10 deaths are due to chronic diseases such as heart disease, stroke, cancer, and diabetes.
  - Chronic diseases account for 75% of medical care costs and nearly 90% are preventable, modifiable and even reversible through lifestyle change (healthy eating, physical activity & managing stress).
  - (Insert your organization’s statistics of populations with lifestyle related health risks)
  - (Insert your organization’s statistics of top medical claims and costs)

- **Employee Engagement**
  - 70% of employees are “not engaged” or are “actively disengaged” in the workplace.
  - Disengaged employees cost the U.S. between $450 billion to $550 billion each year in lost productivity.
  - (Insert your organization’s statistics of employee engagement)

- **Workplace Culture**
  - The top issues faced by Human Resources today are turnover, employee engagement, succession planning, and millennials and managed healthcare costs—all which are related to workplace culture.
  - (Does your organizational culture support the conditions for healthy, happy, high productive and performing employees?)
  - (Insert your organization’s retention/turnover rate)
Making the Case for Workplace Well-Being

**Benefits of Workplace Well-Being Programs**

- Improved employee health and well-being, as well as improved employee job satisfaction and retention
- Lower health-care costs associated with lower employee health risks and improved health status
- Ability to affect workers’ compensation related expenses through integration of safety and health promotion
- Reduction in absenteeism and increased productivity
- Positive employer image in the community, that aids in the recruitment of employees
- *(Insert 3 ways where your organization could benefit from a workplace well-being program)*

**Impact of Workplace Well-Being Programs**

- Strong evidence supports the effectiveness of workplace well-being programs to positively impact the following:
  - High blood pressure, high cholesterol, and tobacco use
  - Days absent due to illness/disability
  - Psychosocial work factors which are known to cause or exacerbate chronic disease and musculoskeletal disorders
  - Musculoskeletal disorders, including low back, neck and shoulders
- *(Insert 3 ways a workplace well-being program would positively impact your organization)*
Leadership & Culture

❖ Senior Leadership Support
  • When CEOs and Senior Leaders value healthy lifestyles and openly practice good health habits, the rest of the organization is likely to follow in their footprint
  • *(Do all your organization’s leaders support the well-being initiative?)*
  • *(Do they regularly communicate the value of the program and reinforce how it fits with the organization’s purpose and brand identity?)*
  • *(Do they consistently model the behaviors that the program seeks to impart?)*

❖ Middle Management Support
  • There is a link between employee engagement and well-being, with managers serving as role models and influencers
  • Managers account for at least 70% of team variation on employee engagement
  • *(Are all managers successful at engaging their teams?)*
  • *(Do they create the time and focus for employees to participate in the right company-sponsored programs to develop their well-being?)*
  • *(Do they help their team members set goals to improve their well-being?)*

❖ Healthy Workplace Climate and Culture
  • Environment where employee health, safety and well-being is valued, supported, and promoted
  • Healthy Climate: healthy food policies, tobacco free campus, fitness options
  • Healthy Culture: the social norm is to be encouraged to participate in well-being activities during work
  • *(Does your organizational culture support your wellness initiatives?)*

❖ Well-Being & Culture Team & Champions
  • Create program ownership; role-modeling, help spread the word, inspire creativity and provide ideas and participant feedback
  • *(Does your organization have a well-being & culture team/committee?)*
Assessment & Data Collection

- **Types of Assessment & Data**
  1. **Demographic Data**:
     - gender, age, job class, education, race/ethnicity, language, literacy, department, location, etc.
     - *(Insert your organization’s Demographic Data, collection annual)*
  2. **Organizational Data**
     - Current Worksite Health Policies, Environment, Programs, Benefits, Practices, etc. *(Needs & Interest Survey)*
     - Health Climate and Health Culture *(Cultural Audit, Engagement Survey, Leadership Readiness Survey)*
     - Claims Data (medical, pharmacy, disability, workers’ comp)
     - Sick Leave and Absenteeism
     - *(Insert your organization’s Demographic Data collect annual)*
  3. **Employee Data**
     - Employee Health Risks *(Employee Health Assessment & Biometric Screenings)*
     - Employee Needs, Interests, and Perceived Barriers *(Cultural Needs & Interest Audit)*
     - Employee Use, Participation, and Satisfaction with Benefits, Services, Programs and Policies
     - *(Insert your organization’s Individual Data, collect annual)*

- **Determine the Following**
  1. How will the data be collected—identify survey tools, paper, or electronic collection, etc.
     - *(Insert your how your organization will collect data)*
  2. Who will be responsible for collecting the data
     - *(Insert who in your organization will be responsible for collecting the data)*
  3. What will be the timeframe for completing the workplace well-being assessment process
     - *(Insert the timeframe for completing the workplace well-being assessment process)*
Program Planning & Implementation: Create an Operating Plan

Craft an Operating Plan

- A vision/mission statement for the well-being program that incorporates the organization’s core values
  - (Insert your organization’s vision/mission statement)

- Develop specific, measurable goals and objectives to address key health needs, priorities and interests
  - (Insert your organization’s goals and objectives)

- Choose appropriate intervention strategies—Programs, Policies, & Environmental Support
  - (See SLIDE 8: Intervention Strategies)
  - (Insert your organization’s intervention strategies)

- Choose appropriate incentive design
  - (See SLIDE 9: Incentive Design)
  - (Insert your organization’s incentive design)

- Identify detailed actions steps and timeline for implementation, including dates and responsible staff
  - (Insert your organization’s action steps and implementation timeline)

- Identify roles and responsibilities
  - (Insert the those individuals’ roles and responsibilities)

- Determine communication strategies that will be used for promoting the well-being program and intervention strategies
  - (See SLIDE 10: Communications)
  - (Insert your organization’s communication strategy/calendar)

- Determine evaluation procedures to measure the stated goals and objectives
  - (Insert your organization’s evaluation procedures)

- Develop an itemized budget
  - (Insert your organization’s itemized budget)
Program Planning & Implementation: Design Intervention Strategies

- **Intervention Strategy Design**
  - Programs driven by data collection and assessment
    - List most common and/or costly health risks or lifestyle factors
    - Outline employee interests and needs
  - *(Insert the most common and/or costly health risks or lifestyle factors in your organization)*
  - *(According to your organizational survey, insert your employee’s interests)*

- **Types of Intervention Strategies**
  1. **Programs**
     - Support for individual health behaviors (Ex: individual health coaching, lunch and learns, well-being challenges)
     - *(Insert 3 programs your organization could implement)*
     - How often the programs will be offered
     - *(Insert how often each of these programs could be offered, i.e. onsite, online, telephonic)*
     - Who they will be offered to (spouses, dependents, retirees)
     - *(Insert who these programs will be offered to)*
  2. **Policies**
     - Formal or informal statement to promote and protect employee health and well-being
     - Examples: tobacco free campus, healthy eating policies, flexible work schedules
     - *(Insert 3 policies your organization could implement)*
  3. **Environmental Supports**
     - Physical factors that foster healthy choices
     - Examples: healthy vending/cafeteria options, stairwell enhancements, walking paths, lactation rooms
     - *(Insert 3 environmental supports your organization could implement)*
Program Planning & Implementation: Design Incentive Strategy

- **Incentive Design**
  - Incentives should be designed to be relevant, to offer a lasting impression, and be designed to be truly earned
  - Participation-Based and Engagement Based
    - Incentive awarded for completing a task and engaging on-going health & well-being programs/challenges
  - Outcomes-Based
    - Incentive awarded for achieving a health standard based on specific health outcomes and on-going engagement in well-being programs/challenges
  - *(Insert your organization’s chosen incentive design)*

- **Types of Incentives**
  - Improved health and increased energy
  - Merchandise (e.g., T-shirts, movie passes, car details, massage)
  - Raffle Prize Drawings (e.g. Fitbit or wearable devices, fitness equipment, ski passes or experiences)
  - Employee Recognition
  - Time Off
  - Cash/Gift Cards
  - Medical Plan Coverage Enhancement
  - Health Plan Premium Discounts
  - Health Spending Account contributions
  - *(According to your organizational survey, insert your employee’s preferred incentives)*
  - *(Insert your organizations chosen incentives)*
Program Planning & Implementation: Design Communication Strategy

- **Communication Messaging Strategy**

  1. Communication from Senior Leadership, Executives, Management, Well-Being Leaders/Champions
  2. Communicate 7 Times Using 3 Different Modes

    - **READ**
      - Emails, Announcements/Promotions, Upcoming Events, Social Media, Intranet/Portal
      - *(Insert 3 ways your organization can communicate to employees in this mode)*

    - **SEE**
      - Printed Flyers, Posters, Newsletters, Postcards
      - *(Insert 3 ways your organization can communicate to employees in this mode)*

    - **HEAR**
      - Face to Face Communication (verbal, videos, etc.), Kickoff to Well-Being, Semi-Annual Updates of Company and Department Meetings, End of Year Results and Celebrations
      - *(Insert 3 ways your organization can communicate to employees in this mode)*

    - **TOUCH**
      - Promotional Items (water bottles, shirts, etc.), Flyers/Brochures
      - *(Insert 3 ways your organization can communicate to employees in this mode)*
Program Planning & Implementation: Create A Supportive Environment

❖ Create A Supportive, Health-Promoting Environment

• **Physical Activity**
  • Examples: onsite fitness facility, gym reimbursements, walking trails, parking for bikes
  • *(Insert 3 ways your organization can support increasing physical activity)*

• **Tobacco Use**
  • Examples: promote community tobacco cessation programs, tobacco free campuses, health coaching
  • *(Insert 3 ways your organization can support reducing tobacco use)*

• **Nutrition**
  • Examples: healthier vending/cafeteria options, healthy food policies for meetings/onsite events, offer free fruit Fridays
  • *(Insert 3 ways your organization can support better nutrition)*

• **Stress Management**
  • Examples: Promote EAP services, create relaxation/quiet rooms, offer a yoga class
  • *(Insert 3 ways your organization can support stress management)*

• **Workstation Ergonomics & Safety Programs**
  • Examples: provide workstation assessments, offer recommendations and resources (e.g. standing desks), provide employees with information on ergonomic issues
  • Stretching & Energy Breaks
  • *(Insert 3 ways your organization can support improved workstation ergonomics)*
Program Evaluation

- **Participation**
  - Evaluates a One-Time Activity—biometrics, preventive exam, signing up for a health challenge, etc.
  - Evaluate Quarterly
  - *(Insert WHAT you will evaluate for participation)*
  - *(Insert HOW you will evaluate participation)*

- **Engagement**
  - Evaluates On-Going and Consistency in the Programs (earning well-being points)
  - Evaluate Quarterly
  - *(Insert WHAT you will evaluate for engagement)*
  - *(Insert HOW you will evaluate engagement)*

- **Participant Satisfaction**
  - Surveys, Focus Groups
  - Evaluate Annually
  - *(Insert WHAT you will evaluate for participant satisfaction)*
  - *(Insert HOW you will evaluate participant satisfaction)*

- **Biometric Measurements**
  - CEBT/Onsite Screening Vendor
  - Evaluate Annually
  - *(Insert WHAT you will evaluate for biometric measurements)*
  - *(Insert HOW you will evaluate biometric measurements)*
Program Evaluation Continued

- **Medical Claims & Costs**
  - CEBT/Healthcare Provider
  - Evaluate Annually
  - *(Insert WHAT you will evaluate for medical claims & costs)*
  - *(Insert HOW you will evaluate medical claims & costs)*

- **Safety & Workers Compensation Claims & Costs**
  - CEBT/Workers Compensation Provider
  - Evaluate Annually
  - *(Insert WHAT you will evaluate for safety & workers compensation claims & costs)*
  - *(Insert HOW you will evaluate safety & workers compensation claims & costs)*

- **Absence & Disability Claims & Costs**
  - CEBT/Disability Provider
  - Evaluate Annually
  - *(Insert WHAT you will evaluate for absence & disability claims & costs)*
  - *(Insert HOW you will evaluate absence & disability claims & costs)*

- **Retention/Turnover**
  - Human Resources
  - Evaluate Quarterly
  - *(Insert WHAT you will evaluate for retention)*
  - *(Insert HOW you will evaluate retention)*
References


