Employee Wellness Plan

Mission Statement

The Lincoln County R-II School District will improve the health and well-being of all employees and reduce or eliminate personal problems affecting employee health and work productivity.

Program Objectives

Primary Goal
The Lincoln County R-II School District’s “Employee Wellness Program” will strive to increase the well-being and productivity of all employees, through the enhancement of all aspects of health. The program seeks to increase awareness of positive health behaviors, to motivate employees to voluntarily adopt healthier behaviors and to provide opportunities and a supportive to foster positive lifestyle changes.

Measureable Outcome/Impact Objectives for FY 2012-2013

Employee Wellness Program Objectives

By the end of FY 2012-2013, 5% of employees returning surveys will report that having a Wellness Program available contributes to a more positive work climate.

By the end of FY 2012-2013, 5% of employees returning surveys will report that they have participated in at least one wellness activity.

By the end of FY 2012-2013, 5% of employees who have participated in “Awareness” activities increase their knowledge about healthy lifestyle behaviors.

By the end of FY 2012-2013, 5% of employees who have participated in “Awareness” activities will report that the activities increase their motivation to adopt healthy lifestyle behaviors.

By the end of FY 2012-2013, 5% of employees who regularly participated in “Lifestyle Change” activities will report that they maintained the activity for at least 3 months.

By the end of FY 2012-2013, 5% of Lincoln County R-II employees will report that the Wellness Program is sensitive to the needs and interests of employees.
Survey of Employee Needs

Employees were surveyed to gather data on the interest in wellness activities, types of events, topics of interest, and preferred cost and times for activities. In summary, the following results were noted: 52% of employees are interested in a Health Fair and a Fitness Room, 39% were interested in CPR classes, and 35% were interested in Yoga and Massage Therapy.

Eligibility Requirements

All employees are eligible for voluntary participation in the wellness activities. Family members are eligible to participate per guidelines set by the organization.

Use of Facilities

Wellness program activities will take place in designated space. This may include conference rooms and other available onsite indoor and outdoor areas as well as offsite locations.

Providers of Instruction

Providers of instruction or services for the wellness program will include (health educators, nutritionists, mental health professionals, certified fitness instructors, qualified yoga instructors, and registered massage therapists.)

Only persons with accepted degrees or recognized training/certification will be selected. All providers’ qualifications will be reviewed by the Wellness Coordinator to ensure the highest standards are met.

All leaders of vigorous exercise will meet all required criteria including current CPR certification, personal liability insurance, and certification from an appropriate fitness instructor-certifying agency.

In the case that an employee meets the requirements for becoming a provider of services, that employee will perform those services at no cost if delivered during normal working hours, or may charge a fee if the services are delivered during non-working hours such as lunch or after work. In no case will employees receive compensation for providing services during the time they are being paid by the state.
Program Content

The Wellness Program will consist of activities which include awareness, lifestyle change, and supportive environment. Depending on availability of funds and personnel support, the activities in each area may include, but not be limited to:

Awareness:
- Wellness bulletin boards
- Periodic coverage of activities in employee newsletters
- One-time events, such as Great American Smoke out and National Employee Health and Fitness Day
- Occasional education events

Lifestyle Changes
- Aerobics classes
- Use of Fitness Rooms
- Yoga Classes
- Chair Massages

Supportive Environment
- Continued encouragement for cafeteria/vending machines to offer healthy food options
- Smoke-free environment policy
- Policies and physical facilities that encourage physical activity

All employees who participate in vigorous exercise must complete the Participation in Physical Fitness Program informed consent form and the Physical Fitness Readiness Questionnaire before beginning classes. These forms are distributed by, and returned to the Wellness Coordinator or their representative, to be kept on file.

Program Costs
- Personnel costs
- Facilities modification
- Providers of instruction/services, awareness, lifestyle change, supportive environment activities
- Equipment and supplies
- Incentives/Awards
- Costs may be allowed for items such as memberships in health clubs,
- Sports leagues/team registration or medical screening services.
- For ongoing lifestyle change activities hosted on-site, such as aerobics,
- Massage therapy or yoga classes, employees will pay all costs associated with the instruction directly to the instructor.

Program Budget
The budget for this program will be by volunteers and donations until established.
Program Scheduling
- Before work
- Between work (lunch)
- After work
- Flexible schedules are allowed in order to provide adequate time to participate in wellness activities.
- PDC days
- Health Fairs
- Other

Program Coordination
- A Wellness Coordinator has been designated
- A Wellness Committee has been established to plan, direct and implement wellness activities.

Expected Results (Evaluation Criteria)
- It is expected that employees will report that the availability of wellness activities contributes to a positive work environment and healthier behavior.
- Methods for monitoring and evaluating the programs will include at least the following:
  - Periodic employee-wide surveys to assess awareness of, participation in, and satisfaction with the program.
  - Reports of participation in the various lifestyle and awareness activities offered throughout the year.
  - Employee focus groups, surveys, and suggestion boxes for obtaining quantitative and qualitative employee input into program activities
  - Session evaluation forms will be completed by participants for educational events.

Wellness committee
Jolene Hatcher, LPN  – Wellness Coordinator
Bryan Keim
Diane Dietrich
Cheri Rountree
Lynda White
Julie Wilson
Summer Hagemeier
Patty Gibbs
Judy Markwardt
Ryan Parker
Trudy Bull

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Wellness Coordinator  Superintendent