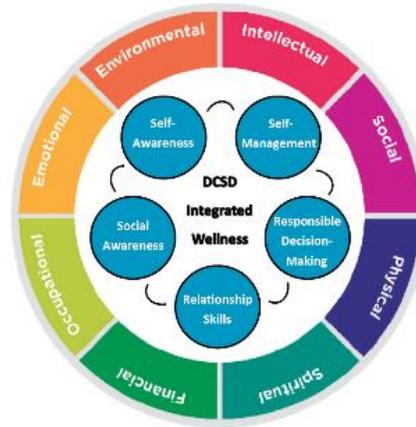


# Douglas County School District Staff Wellness Operating Plan 2020 – 2023



## Vision

Douglas County School District (DCSD) empowers employees to “choose the best you” through health education and activities that sustain healthy lifestyles resulting in improved productivity and morale.

## Mission

Our mission is to provide diverse and verifiable staff wellness opportunities, empower individuals to make healthy choices, and develop a positive culture that is focused on celebrating and improving the quality of life for all employees.

## Goals & Objectives

<b>Goal One</b>	<b>Establish and maintain a culture that supports the physical well-being of DCSD employees.</b>
Objective A	Information will be shared with employees on offering healthy food choices as a first option for celebrations and gatherings.
Objective B	Resources will be given to inform employees of chronic disease prevention on a quarterly basis.
Objective C	Employees will be informed of obesity prevention, healthy diets, and weight loss opportunities on a quarterly basis.
Objective D	Weight management programs will be offered annually to employees at a limited to no cost.
Objective E	Opportunities will be offered for all employees to participate in local and district-wide physical activities and competitions.
Objective F	Team sport opportunities will be offered for all employees at least once during the school year.

<b>Goal Two</b>	<b>Establish and maintain a culture that supports the social and emotional health and well-being of DCSD employees.</b>
Objective A	Celebrate the successful achievements of DCSD individuals district-wide and at local schools and sites.
Objective B	Inform employees of resources related to mental, social, and emotional well-being on a quarterly basis.
Objective C	Information will be shared with employees quarterly of the District's Employee Assistance Program (EAP).
Objective D	Site Wellness Champions will collaborate with site leaders to support and create a positive environment through staff support and team-building opportunities.
Objective E	Staff Wellness will partner with the departments of Professional Development (PD), Curriculum Instruction and Professional Growth (CIPG), and Health, Wellness, and Prevention to support classes and programming to encourage the well-being of employees.
Objective F	Annually connect with implementation teams that support the District Strategic Plan to support each phase rollout.

<b>Goal Three</b>	<b>Establish and maintain a culture that supports and provides DCSD staff with financial education resources that contribute to DCSD employee's financial well-being.</b>
Objective A	Provide financial seminars, financial planning, retirement planning, and financial support on an annual basis.
Objective B	Inform employees of the financial resources available through the District on an annual basis.
Objective C	Maintain a list of discount programs and offerings available to DCSD employees and make this list available to employees on the Benefits and Staff Wellness website page.

<b>Goal Four</b>	<b>Establish and maintain a culture that supports the well-being of DCSD employees through their environment.</b>
Objective A	Connect employees to DCSD's Sustainability Team for resources quarterly.
Objective B	Annually provide information for employees to learn about and contribute to the health of the environment that they work and live in.

**Budget**

- Kaiser Permanente provides the main source of income for programming and incentives. The fund is reviewed and approved by Kaiser and DCSD's Human Resources and Benefits departments on an annual basis.
- Staff Wellness provides District funding for the Wellness Coordinator salary and for the Wellness Champ stipends. Wellness program funding is not guaranteed and must be requested on an annual basis.

**Communication Plan**

Staff Wellness uses a wide variety of communication methods to engage with employees, including:

- Monthly emails drafted by the Wellness Coordinator and distributed through site-based Wellness Champs or administrators
- Topic-specific informational emails
- Benefits and internal Staff Wellness website pages
- Printed site based newsletters, posters, and flyers
- District-wide communication
  - Insights Newsletter
  - Professional Development newsletter for classified staff
  - Business Office Bulletin (BOB)
  - Principal Notes
  - Workday Announcements
  - Sustainability Newsletter
  - Healthy Schools Newsletter

## **Implementation Plan**

Staff Wellness will provide programs that focus on the physical, social, emotional, environmental, and financial well-being of individuals.

The Staff Wellness Advisory Group (SWAG) will guide and direct the Staff Wellness program. This advisory group will represent a variety of DCSD employee groups.

Site leaders are encouraged to create an environment that is safe and conducive to health and that offers opportunities for healthy lifestyle choices.

Employees have the opportunity to access the programs and to make the necessary choices regarding their health.

## **Evaluation Plan**

Specific performance measures will be used to assess each objective. Other critical methods of evaluation include:

- Health care and Employee Assistance Program utilization reports
- Medical claims reports
- Program participation
- Program satisfaction surveys
- Employee satisfaction surveys (sent from HR annually)
- End of program surveys
- Site-based interest surveys
  
- Asses engagement through pulse surveys and through communication with Wellness Champs