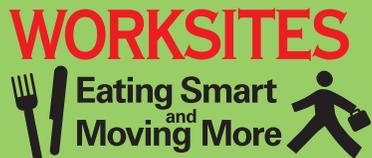


Saving Dollars and Making Sense

Committee Guide



Inside front cover

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What Is the *Saving Dollars and Making Sense Committee Guide*?



THE *SAVING DOLLARS AND MAKING SENSE COMMITTEE GUIDE* is a tool to help you establish and maintain a worksite wellness committee that will encourage your organization's employees to eat healthy, increase physical activity, quit tobacco use, and manage stress.

Worksite wellness committees play an essential role in overseeing an organization's wellness programs. A primary goal of a worksite wellness program is to make the work environment more supportive of positive health behaviors among employees, thereby reducing their risk of developing chronic diseases. The concept of wellness, however, goes beyond reducing disease and includes promoting and supporting improved well-being for all employees. The worksite wellness committee will act as a liaison between management staff and employees, promoting a healthy work environment for all.

Worksite wellness programs help employees improve their physical, mental, emotional, and occupational well-being. These programs have been shown to lead to reduced healthcare costs, less absenteeism, and fewer workers' compensation claims. By helping employees to eat smart, move more, quit tobacco use, and manage stress, a worksite wellness program can improve their health and quality of life and will save your organization money.

The establishment of a strong worksite wellness committee is the first step toward better employee health. In the pages that follow, the *Saving Dollars and Making Sense Committee Guide* will provide step-by-step guidelines to help you create a committee that promotes policy and environmental changes to support good health for all employees.

Remember!

The entire contents of *Saving Dollars and Making Sense* can be downloaded at **www.EatSmartMoveMoreNC.com**. All files are available in PDF format for downloading and printing. Most agendas, letters, and resources are also available as Word documents online. The *Saving Dollars and Making Sense Committee Guide* is in the public domain and can be reproduced and used without permission.



How Do We Become a Worksite that Saves Dollars and Makes Sense?

There are two key pieces in a successful worksite wellness program: key people and key programs.

Key People

1. The Worksite Wellness Committee

The committee is responsible for organizing wellness programs that educate and support employees who are trying to eat smart, move more, quit tobacco use and manage stress. They should encourage the management to create and foster a healthy work environment.

By joining the wellness committee at your worksite, you will help to:

- Create a healthy worksite
- Foster collaboration among employees
- Provide new opportunities for communication between employees and management

2. Senior Management Commitment & Support

Commitment from senior management to actively support the development and activities of the worksite wellness committee is essential. The management staff of your organization should be dedicated to making your worksite as healthy as possible for the employees (see **Appendix A** for more information). Management is responsible for making formal policy and environmental changes to support worksite health. Employee participation in programs will increase when management visibly supports and participates in the programs as well. Include a member of management on your worksite wellness committee.

3. Participating Employees

The success of a worksite wellness program depends on employee buy-in and participation. The wellness program offers knowledge, skills and abilities to empower employees to improve their health. However, employees should never feel forced or coerced into doing something that makes them uncomfortable.

Key Programs

1. Policy and Environmental Changes

Everything around us affects our health, from where we work to what we eat for dinner. Policies and environments should support healthy lifestyles for people wherever they live, learn, earn, play and pray. Policy and environmental changes will need to be discussed with and approved by managers.

Policy changes generally describe modifications to laws, regulations, formal and informal rules, as well as standards of practice. Examples of policy changes include an informal agreement that healthy snacks will be offered at employee functions and a written policy that requires a physical activity break at all staff meetings.

Environmental changes describe changes to physical and social environments that provide new or enhanced supports for healthy behaviors. Examples of environmental changes include renovating the stairwell at your worksite to encourage employees to take the stairs and labeling healthy snacks in the vending machines.

2. Employee Education and/or Group Activities

Employees can benefit from educational programs that teach them to identify healthy foods or better understand different types of physical activity. Group activities, like walking clubs, brown bag lunch events and other support groups, will help keep employees motivated and active.

The message of the worksite wellness program should be simple: Eat Smart, Move More, Quit Tobacco Now, and Manage Stress. By creating a supportive worksite environment, the committee will help employees to lead healthier lifestyles.

Looking for Examples of Programs and Activities?

Individuals need to gain the knowledge and skills to understand how to make healthy lifestyle choices. *The Worksites Eating Smart* and *Worksites Moving More* online sections outline several programs and activities that your committee can implement to teach employees how to make healthy choices. www.EatSmartMoveMoreNC.com



Four Key Behaviors the Worksite Wellness Committee Can Promote

Eat Smart

The food we eat directly affects our well-being. Healthy eating can help prevent several chronic diseases and conditions including heart disease, stroke, some cancers, diabetes, high blood pressure, arthritis, osteoporosis and depression. Furthermore, a balanced diet combined with adequate physical activity helps us to have energy and maintain a healthy weight.

Move More

Physical activity helps to enhance the quality of life for people of all ages and abilities. Physically inactive individuals can substantially reduce the risk of developing heart disease, diabetes, weak bones, and some cancers just by becoming moderately active.

A physically active lifestyle can help to build a healthier body by strengthening bones, muscles and joints; aiding in reducing depression and anxiety; enhancing the response of the immune system and reducing falls among older adults. It is associated with fewer hospitalizations, physician visits and medications.

*More information on how your committee can encourage other employees to adopt each of these behaviors can be found at:
www.EatSmartMoveMoreNC.com*

Quit Tobacco Now

Cigarette smoking is the most preventable cause of death in the United States. It is responsible for one in every five American deaths. Tobacco use in any form is not only harmful for the person using the product, but also for non-smokers and other people who share the same work or home environment.

Some of the proven health consequences of tobacco use include premature death, disability and disease including heart disease, stroke, several cancers (including cancer of the lung, larynx, pharynx, mouth, stomach, pancreas, bladder, cervix and esophagus), chronic bronchitis and emphysema. Tobacco use is a cause of Sudden Infant Death Syndrome (SIDS), as well as intrauterine growth retardation leading to low birth weight babies. It is also a probable cause of unsuccessful pregnancies.

Manage Stress

The body's response to stress increases blood pressure, heart rate and respiration and also causes other changes to major body systems. Long-term effects of negative stress can lead to exhaustion, reduced ability of the immune system to fight off illness and disease. This can put the employee at risk for health problems and work performance issues.

The worksite wellness committee can initiate programs and activities to help employees manage their stress and gain skills to manage the demands of the work environment.

Disease Management/Support

In addition to the four key behaviors mentioned above, providing support for employees living with chronic diseases can also be beneficial. Examples include providing and promoting health risk assessments, health screenings and support groups for various chronic diseases or other conditions.



Establishing a Worksite Wellness Committee

DON'T GET OVERWHELMED...developing a worksite wellness committee will be an exciting process, and this *Committee Guide* will provide all of the necessary tools your committee needs to get started. Involve people early on in the process to share the responsibilities and have fun!

A worksite wellness committee is a team of employees and supervisors who guide wellness activities for their worksite. The most important attribute of a

wellness committee member is the commitment to creating a worksite that is healthier for their fellow employees. Committee members should be enthusiastic and ready to talk about eating smart, moving more, quitting tobacco now and managing stress. Members should also be supportive of their co-workers who are living with chronic diseases.

Ideally, the committee should plan to meet at least every other month. Start out slowly by focusing on only one of the four key issues at a time: eating smart, moving more, quitting tobacco now, or managing stress. The results from the Employee Interest Survey will help dictate which of these areas to focus on. The *Saving Dollars and Making Sense Committee Guide* is designed so that the committee can continue to use the guide year after year, updating their programs as necessary. It is an easy-to-follow tool that will provide continuity even as members rotate on and off the committee.

The *Saving Dollars and Making Sense Committee Guide* includes objectives and discussion points for the following six meetings:

Getting Started—Identify and Recruit Committee Members

First Meeting—Bring the Committee Together

Second Meeting—Review Survey Results

Third Meeting—Write the Action Plan & Find Funding

Fourth Meeting—Check Your Progress

Fifth Meeting—Check Your Progress

Sixth Meeting—Evaluate Your Program

REMEMBER, your wellness committee is not creating a health care program. Individual employees might approach wellness committee members with questions about specific health problems such as diabetes or asthma. It is not the wellness committee's job to provide these answers. They should encourage these individuals to seek help from a medical professional.

Identify and Recruit Committee Members



WELLNESS COMMITTEE MEMBERS should be people who are motivated to improve their own health and contribute to the overall health of their worksite. These people do not have to be “models” of health. However, they should be representative of the employees at your worksite and understand the challenges and barriers that can prevent people from leading healthy lifestyles. Recruiting committee members can be done in two ways—by invitation or by soliciting volunteers:

By invitation

Employees can be asked, in person or by letter, about their interest in joining the committee. Recruiting members allows you to reach all sectors of the employee population, helping to create a more diverse committee. See **Appendix C** for a Sample Invitation Letter.

Soliciting volunteers

Place announcements in high traffic locations, employee newsletters and over email. Committee members who volunteer can become program

“champions” encouraging success for the entire worksite. Volunteer employees have the potential to bring increased energy to the committee. See **Appendix D** for a Sample Announcement.

Once committee members have been identified, be sure to complete the Worksite Wellness Committee Member Form (**Appendix E**) to gather a list of committee members’ names with their supervisor’s approval.

Things to Remember

- **Number of Committee Members.** It is recommended that there be a minimum of three (3) committee members and no more than twelve (12), depending upon the size of your worksite.
- **Variety of Members.** Be sure to include employees from human resources, all levels of management, administrative and support staff.
- **Meeting Times.** Make sure that the meeting time, date and location will be convenient for all members.
- **Supervisor Approval.** All committee members need to have their immediate supervisor’s approval for the time and work they dedicate to the wellness committee.
- **Communicate with Other Committees.** Stay informed about what the other committees in your organization are doing to find out if you can work together.
- **Work Plan Revision.** Employees could consider asking their supervisor to revise their annual work plan to reflect the new duties of serving on the wellness committee.
- **Rotate Members.** Rotate committee chairperson and members each year to prevent burn-out.



First Meeting— Bringing the Committee Together

A **SAMPLE AGENDA** for the first meeting is provided in **Appendix F**. The agenda and the meeting objectives below can be modified to better suit the needs and organization of your particular worksite.

Meeting Objectives

- Overview and orientation to *Saving Dollars and Making Sense*
- Identify worksite wellness committee chairperson and program coordinator
- Select a name for the committee and develop a mission statement
- Create a communication plan to announce the program and activities to employees
- Introduce and distribute the Employee Interest Survey

Things to Remember

- Wait at least three weeks after all the committee members have been identified to hold the date of the first meeting.
- Select a time, date and place for the first meeting that is convenient for all committee members. Ask the committee members to RSVP to the meeting announcement to ensure that as many people as possible can attend.
- Allow two hours for the initial meeting. You may want to consider splitting this meeting into two shorter meetings.
- Send the agenda in advance so that committee members will know what to expect of both the time frame and the content of the meeting.

The first meeting will provide an overview and orientation to worksite wellness and *Saving Dollars and Making Sense* for new committee members. A member of management and/or the employee who organized the first meeting will be in the best position to lead new committee members through this meeting.

Agenda Items

Call Meeting to Order (5 minutes)

The committee member convening the meeting should ask for a volunteer to record the minutes for the meeting.

Introductions of Committee Members (10 minutes)

Ask each member to introduce himself or herself. Take this time to let everyone get to

know one another. Ask everyone to share why they are here and what they feel they bring to the committee. This will help committee members recognize each other's interests and talents. Make sure to record the names and contact information for all committee members on the sheet provided in the Action Plan found in **Appendix G**.

Orientation to *Saving Dollars and Making Sense* (20 minutes)

Introduce *Saving Dollars and Making Sense* to the new committee members.

- What Is *Saving Dollars and Making Sense*?
- *Why Policy and Environmental Changes Are Important* (**Appendix B**)
- *Worksites Eating Smart* and *Worksites Moving More* online resources at www.EatSmartMoveMoreNC.com

Committee Name (10 minutes)

Select a name for your worksite wellness committee. Try to select a name for the committee that is catchy and will get the attention of the employees.

Mission Statement (15 minutes)

Develop a mission statement for your worksite wellness committee. The mission statement is an expression of what the committee wants to accomplish. It may include a description of the value of the wellness program to the worksite and employees. See above for some sample mission statements. Your committee may choose to use one of these or may want to write its own.

Selection of Committee Chairperson (10 minutes)

Committee Chairperson(s)—The role of the committee chairperson(s) includes:

- Sending meeting reminders, conducting the committee meetings and documenting the wellness committee's work

Mission Statement Examples:

"The mission of the (name of worksite) Worksite Wellness Committee is to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle."

"To encourage employees' personal and professional productivity, and physical and mental well-being, the mission of the (name of worksite) Worksite Wellness Committee is to promote a worksite culture that supports employees' desire to make healthy lifestyle choices."

"Because employees spend 40 hours a week at work, it is important that the worksite is a healthy place to work and supports healthy choices for employees. It is the mission of the (name of worksite) Worksite Wellness Committee to work toward implementing policies that support a healthy worksite and healthy employees."

"The worksite wellness committee will work to provide opportunities for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contribute to their positive well-being."

- Coordinating wellness activities at the worksite with the help of the program coordinator
- Submitting documents, such as meeting minutes, to the management and updating them with the committee's progress
- Advocating for policy and environmental changes

Program Coordinator(s)—The number of program coordinators will be determined in part by the number of programs and/or activities that the committee outlines in the action plan. This will keep the burden of implementing all programs from falling on one member. Some other roles that can be assigned include:

- Communications Coordinator
- Event Planner
- Management Liaison

Employee Communication Plan

(10 minutes)

Establish a plan to communicate regularly with employees about the work of the wellness committee. This plan should:

- Announce the formation (or continuation) of the worksite wellness committee (See **Appendix H** for a Sample Announcement Poster).
- Provide information to employees about:
 - any upcoming programs and events
 - how to make healthy choices
 - any policy and environmental changes that occur at the worksite
 - how to take the Employee Interest Survey

Action Plan (5 minutes)

See **Appendix G** for an Action Plan. Distribute copies of these this document to the committee members for review.

Employee Interest Survey (10 minutes)

See **Appendix J** for a sample Employee Interest Survey along with a cover letter. The employee interest survey should be given to all employees at your worksite to help your committee better understand their needs and interests. The survey will:

- Help the committee to plan activities that are of interest to employees
- Help the committee understand how ready employees are to adopt healthy behaviors

After reviewing the survey (distribute copies to all committee members), the committee should discuss how it will be distributed to employees at your worksite. This may be done personally, through e-mail, mailboxes or some other practical means depending upon the size of the facility and number of employees. See **Appendix K** for helpful tips and suggestions for distribution of the surveys and other materials.

Decide when the surveys will be distributed and when they should be completed and returned. Allow one to two weeks for employees to complete and return the survey to the specified person. Also, the return date should be such that it gives the program coordinator a reasonable amount of time to compile the results before the next committee meeting. The program coordinator should score the surveys and report the results at the next meeting.

Schedule Future Meetings (10 minutes)

Schedule the future five committee meetings. The second meeting should be scheduled within one month of the first meeting.

Adjourn

Reminder: The committee chairperson should send a meeting reminder to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

Employee Interest Survey		
Distribution Date/ Responsible Member	Collection Date/ Responsible Member	Scoring Date/ Responsible Member
_____	_____	_____
_____	_____	_____

Second Meeting— Review Survey Results



Meeting Objectives

- Review and evaluate the results of the Employee Interest Survey (**Appendix J**)
- Discuss current and potential worksite policy for wellness activities

Agenda Items

Call Meeting to Order Chairperson (5 minutes)

The committee chairperson should ask for a volunteer to record the minutes of the meeting.

Old Business Chairperson (5–10 minutes)

List any unfinished tasks from the previous meeting as indicated in the minutes.

Employee Interest Survey Report

Program Coordinator (20 minutes)

The program coordinator should have received all the completed Employee Interest Surveys before this meeting and recorded the results of the survey. Discuss these results with other committee members.

The score for each of the questions in the Employee Interest Survey reflects the level of employee interest in that particular area. High numbers indicate higher level of interest.

These areas of interest will help your committee develop goals and strategies in the next meeting. Start with the highest scoring area first. As your committee becomes more comfortable in its ability to provide information and programs for the employees, it can begin to deal with other wellness issues that are evident in the Employee Interest Survey.

Provide Time for Discussion During the Meeting:

Remember that the meetings of the worksite wellness committee provide an opportunity for employees to share their thoughts and feelings about health and the workplace. Encourage input and discussion from all members of the committee and try not to allow one person to dominate the meetings.

Worksite Policy for Wellness Activities Chairperson (30 minutes)

Discuss the possibilities and restrictions that may arise when trying to address worksite wellness policies. The committee will have more time in the next meeting to discuss these issues while creating the action plan. The following questions may help to guide your discussion:

1. What potential resources, if any, may be available for the committee and wellness programs?
2. Who has authority to approve time considerations for wellness activities during regular work hours?
3. What might be some possible restrictions regarding wellness activities at the worksite?
4. How much time is allowed (if any) for wellness activities?
Examples: 30 minutes per employee 3 times a week; 15 minutes per employee daily paired with established break time; 1 hour for all employees once a month for group activity.

The chairperson may need to assign someone to follow up on these and other questions that might arise during the discussion and report on them at the next meeting.

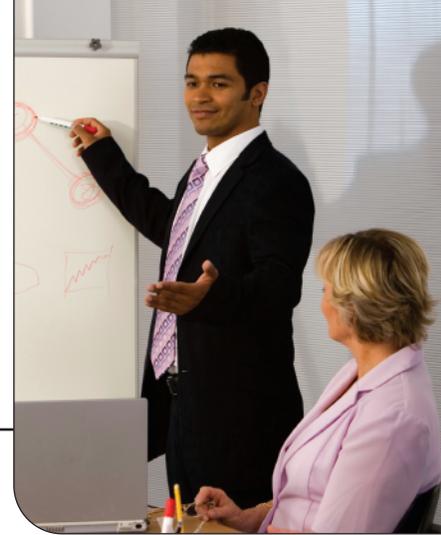
Next meeting date(s) Program Coordinator (5 minutes)

Even if the committee has already decided on dates for upcoming meetings, it may be beneficial to review these dates and provide an opportunity for any needed changes.

Adjourn

Reminder: The committee chairperson should send a meeting reminder to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

Third Meeting— Write the Action Plan & Find Funding



Meeting Objectives

- Develop goals and strategies for your Action Plan
- Identify policy and environmental changes and/or activities that will help your committee to reach its goals
- Determine resources needed
- Identify funding needs and potential funding opportunities
- Schedule follow-up meeting to check progress

Agenda Items

Call Meeting to Order Chairperson (5 minutes)

The committee chairperson should ask for a volunteer to record the minutes of the meeting.

Old Business Chairperson (5 minutes)

List any unfinished tasks from the previous meeting as indicated in the minutes.

Develop the Action Plan Chairperson (30 minutes)

As a team, you can now develop an action plan for your worksite wellness program. The action plan is the central planning document that your committee will use to focus its programs for the upcoming year. Helpful tips to creating your committee's Action Plan can be found in **Appendix G**.

Discuss each of the following items as you complete your action plan:

Goals: A *goal* is a broad and simple vision statement that will give your program direction. Goals should reflect the employees' interests and do not need to be measured. Goals can be determined from the highest scoring questions in the Employee Interest Survey.

Check out www.EatSmartMoveMoreNC.com for resources and information on activities, events, and initiatives that the wellness committee can offer employees.

Review the sample goals below that reflect employee areas of interest:

- **Goal 1:** To increase opportunities for employees to purchase healthy foods at work.
- **Goal 2:** To increase employee awareness of the benefits of physical activity.

Strategies: Strategies are specific statements that outline the programs or policy and environmental changes that your committee plans to enact. Your strategies are the methods you use to reach your goals. They can be broken into two categories: short and long term.

Short-term strategies include activities such as kickoff events, races, and a lunch-and-learn events. Having short-term activities at the beginning of the year can help jump start your program.

Long-term strategies are the policy and environmental changes that your committee will implement. These changes will have a lasting impact on the worksite and the employees. They include stairwell initiatives, the addition of healthy snacks in the vending machines, and events that occur regularly, like an established daily walking club. Remember to work through policy and environmental changes with the management before making announcements to employees.

Remember that as employees begin to eat smart, move more, quit tobacco use, and manage stress at work, it is critical that the policies and physical environment of the worksite also change to support their individual health improvements.

Implementation of the Action Plan

Chairperson (10 minutes)

The action plan template (**Appendix G**) has space to outline the steps that you will take to complete each of your strategies.

It will be helpful to break down your strategies into manageable steps. It will also save your program chairperson and program coordinator from doing all of the work alone. Here are some questions to think about as you plan your steps:

- Does this strategy require funding?
- Will you provide incentives for participation?
- What do we need in order to carry out this activity (i.e., room for program, snacks, sign-in sheets, name tags, etc.)?

Funding for incentives and materials

Chairperson (15 minutes)

The question of how to fund wellness programs is a common topic of discussion. There are a few different issues that should be discussed regarding funding:

Do we need funding?

Are there programs and activities that you could do for free? Getting a program started is the first priority, so if you do not have access to funding right away, choose activities that are free of cost. *Saving Dollars and Making Sense* is designed to provide free and low-cost programs for wellness committees. For example, policy changes often do not need funding.

If your committee does need materials or supplies, estimate the costs and quantities. Also, think about some other options that might allow you to proceed with worksite wellness activities even if money is not available right away.

Where can we find funding?

You can find funding for your programs in several places:

- **Employees** might be willing to pay money for an event if it is something of particular interest to them (e.g., yoga or kick-boxing class).
- **Management** may use money budgeted for employee events and celebrations to promote wellness in the worksite (e.g., providing healthy snacks instead of doughnuts at staff meetings).
- **Local Businesses*** can either partner with you to provide wellness activities or incentives, or provide funding outright. Many businesses will welcome the idea of advertising directly to your employees. Think of things your employees or worksite may be able to do for others in return for funding or incentives (e.g., restaurants offering a new healthier line of food, gyms in the area that could offer group discounts).

* When working with a business or corporation, make sure you feel comfortable promoting their business, and that it does not contradict your efforts as a wellness committee.

What types of incentives should we offer?

- **Small, individual incentives** are great for kick-off events
Examples: Pedometers, key chains, water bottles, healthy snacks, coupons for healthy foods
- **Larger incentives** work well for competitions/raffles

Examples: Gift certificates, massages, exercise equipment

- **Workplace incentives*** can recognize employees who participate in worksite wellness activities.

Examples: Buttons, newsletter or meeting mention, certificates, bulletin board notices

* Be sure to ask permission from an employee before using his or her name in any kind of announcement.

The chairperson may need to assign one or two committee members to follow up with any remaining questions and report at the next meeting.

Next meeting date(s) Program Coordinator (5 minutes)

Additional Meetings

Consider adding an additional meeting if the committee did not have enough time to complete the Action Plan. It is important that you complete the plan so you will have a clear focus as your programs get started.

Adjourn

Reminder: The committee chairperson should send a meeting reminder to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.



Fourth Meeting— Check Your Progress

Meeting Objectives

- Assess progress of the Action Plan
- Change or revise Action Plan if needed
- Determine if new or additional activities/policies should be initiated

Agenda Items

Call Meeting to Order Chairperson
(5 minutes)

It is suggested that the committee chairperson ask for a volunteer to record the minutes of the meeting.

Old Business Chairperson (5–10 minutes)

List any unfinished tasks from the previous meeting as indicated in the minutes.

Action Plan Progress Check

Program Coordinator (40 minutes)

- As a team, review the implementation of the Action Plan. Discuss whether the strategies are being completed on the specified dates and whether the employees are participating in wellness activities.

- Discuss any problems that may have occurred during the implementation of wellness programs and activities. Use this meeting time to revise or update the Action Plan to better suit the needs of your worksite and employees. Make a note on the action plan to reflect any changes or additions.

Things to Remember

Your achievements as a committee may come as small successes. One employee might decide to start taking the stairs, or another employee might decide to purchase a healthy snack from the vending machine. Big changes start with small steps, so don't be discouraged by these seemingly small changes. Instead, concentrate on making the policy and environmental changes necessary to support healthy lifestyles.

Next meeting date(s) Program Coordinator
(5 minutes)

Adjourn

Reminder: The committee chairperson should communicate with and update the management staff about committee progress on a regular basis.

At employee activities, hand out the Employee Evaluation of a Wellness Activity Survey (**Appendix L**) to gauge employee response to the event. Review these surveys during this meeting to assess interest and participation levels.

Fifth Meeting— Check Your Progress



Meeting Objectives

- Assess progress of the action plan
- Change or revise action plan if needed
- Determine if new or additional activities/policies should be initiated
- Discuss the program evaluation plan

Agenda Items

Call Meeting to Order Chairperson (5 minutes)

It is suggested that the committee chairperson ask for a volunteer to record the minutes of the meeting.

Old Business Chairperson (5–10 minutes)

List any unfinished tasks from the previous meeting as indicated in the minutes.

Action Plan Progress Check Program Coordinator (25 minutes)

- Review the implementation and progress of the action plan. Discuss whether the strategies are being completed on the specified dates and whether employees are participating in wellness activities.
- Discuss any problems that may have occurred in the implementation of the action plan. Use this meeting time to revise or update the Action Plan to better suit the needs of your worksite and employees. Make a note on the action plan to reflect any changes or additions.

Evaluation Plan Chairperson (15 minutes)

Decide on a plan to evaluate your worksite wellness program. The following evaluation tools are provided in the Committee Guide to help you evaluate your success:

Committee Member Survey:

- Evaluation of Wellness Committee by Committee Members (**Appendix M**)

Employee Surveys:

- Worksite Wellness Program Employee Satisfaction Survey (**Appendix N**) and Score Sheet (**Appendix O**)
- Send out with another Employee Interest Survey (**Appendix J**)

These surveys should be completed before the next committee meeting. This will allow the committee members to discuss the results of these surveys during the last meeting.

Consider the following things when planning to conduct the Employee Satisfaction Survey with your employees:

- The distribution date should be at least one month before the last committee meeting.
- The collection date should be at least two weeks before the last committee meeting.
- The survey should clearly note where and when to return the completed survey.
- For larger worksites, more than one committee member may be needed to compile the results of this survey.

Next meeting date(s) Program Coordinator (5 minutes)**Adjourn**

Reminder: The committee chairperson should send a meeting reminder to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

Year End Meeting— Evaluation



Meeting Objectives

- Evaluate the Worksite Wellness Program using the results from the surveys distributed in Meeting Five.
- Look ahead to the next year of *Saving Dollars and Making Sense*.

Agenda Items

Call Meeting to Order Chairperson
(5 minutes)

The committee chairperson should ask for a volunteer to record the minutes of the meeting.

Congratulations Chairperson and/or member of management (10 minutes)

Invite someone from management to celebrate your committee's successes. Take this time to congratulate your committee on a job well done.

Worksite Wellness Program Evaluation Chairperson (20 minutes)

Discuss the results from the following surveys. Take notes of the survey results on your action plan.

- Evaluation of Wellness Committee by Committee Members (**Appendix M**)
- Worksite Wellness Program Employee Satisfaction Survey (**Appendix N**)

Sharing the Evaluation Results

Discuss how your committee will share evaluation results with everyone who participated in the wellness program. Let everyone know how successful your wellness program was and how you plan to improve in the coming years. Share your results with:

- Management
- Funders
- Employees

Next Year of *Saving Dollars and Making Sense* Chairperson (10 minutes)

Discuss who on the committee will continue to help with the next year of the committee's work. If members are leaving the committee, discuss replacement options. Remember to think about the employees who attended your programs as potential committee members. They are your biggest supporters and could provide valuable advice.

Gather the committee's evaluations and materials into one notebook for next year's chairperson.

Adjourn

Why Worksite Wellness?

WORKSITE WELLNESS PROGRAMS help employers save money—and have healthier, happier employees—in the long run. The Society for Human Resource Management reported in April of 2006 that “conservative return on investment (ROI) estimates show that for every dollar spent on intervention programs, between \$4.56 and \$4.73 can be saved through restored productivity and medical savings.” Additionally, worksite wellness programs can increase productivity, reduce sick leave and worker’s compensation claims, and reduce turnover. Healthy workers are sick and injured less often, and when employees see that their employers care about their well-being, they are more likely to feel content at work.

How to get your management on board with wellness:

Having a worksite wellness *committee* with strong leadership and a cohesive *action plan* will help immensely in securing management support for worksite wellness.

When speaking to management, cover these points (all of which you have developed in your action plan):

1. This is what we can do
2. This is how we do it
3. This is who will champion it (other managers)
4. These are the resources we will need
5. This is what will be the outcome (what are our goals for the program?)

Make your meeting short and to the point. Show management that you have a detailed plan for your worksite wellness program, but be sure to let him/her know that you would appreciate any input to incorporate into your program.

In the first year of your program, focus on creating a strong working relationship with the management staff. If money is available, great! If not, let your manager know that your committee will work with the resources they have this year. Also, let them know that you would like to discuss the committee’s results at the end of the year and review the funding request.

Other issues to consider:

- Offer to provide monthly/quarterly/yearly reports of wellness activities
- Discuss time obligations for wellness committee members (1 year commitment) and policies that would give employees work time to complete wellness committee projects
- Talk about how to incorporate wellness programs that are no-cost to employer (e.g., using money already designated for employee events to pay for healthy foods, enacting policy changes, etc.)
- Work with management staff to promote the wellness program by sending out a letter/email of support or appearing at a kick-off event

Why Policy and Environmental Changes are Important

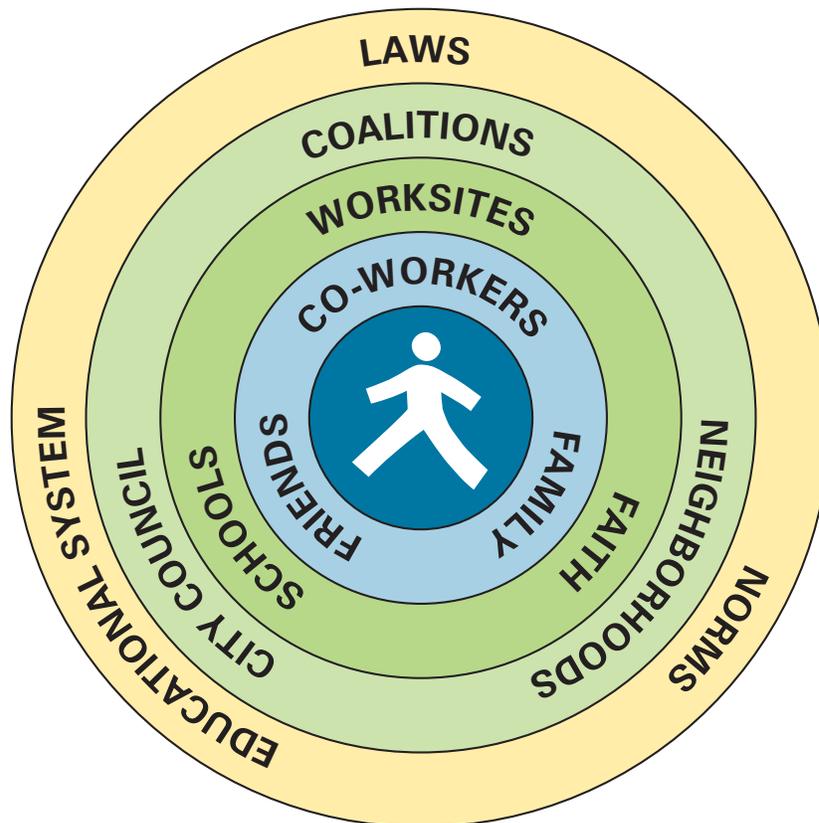
OUR ENVIRONMENT plays a large role in how we make decisions. For example, it is difficult to eat a healthy breakfast when doughnuts are brought to morning staff meetings. Similarly, taking a walk during a lunch break is much easier when an employee knows where he or she can find a safe place to walk. Our environment makes a difference!

The graph below shows some of the environmental factors that affect our ability to make a behavior change. A strong worksite

wellness program will have multiple layers, just like the circle graph below. A well-rounded wellness program will make employees feel confident that they have the skills, knowledge, resources and environment to make behavior changes that will improve their quality of life.

Saving Dollars and Making Sense gives your committee the tools and resources it needs to change the three inner layers.

Why change the worksite environment?



APPENDIX C. Letter of Invitation to Serve on the Worksite Wellness Committee

Date _____

Dear _____,

You are invited to serve on the worksite wellness committee. Our goal is to have a committee that represents our unique worksite and establishes an action plan for how we might make our workplace healthier for all employees. The committee will meet on (insert date, time and location). Please check with your immediate supervisor to confirm that your participation and responsibility to the worksite wellness committee is approved and will be reflected in your annual work plan.

I am available to explain to your supervisor the nature of the committee and general time commitments. The major responsibilities of the worksite wellness committee include but are not limited to: communicating the wellness program to employees, advocating for policies that support health, promoting participation in wellness activities, managing the activities and evaluating the impact of the wellness program.

If you cannot serve on the committee at this time, please notify me as soon as possible.

Sincerely,

(Signature—Supervisor/Manager)



_____ (name of worksite)

has a golden opportunity to ***Eat Smart, Move More, Quit Tobacco Now and Manage Stress.***

Do **YOU** want to be a leader in realizing the ***Saving Dollars and Making Sense*** goal?

**Join the
Worksite Wellness
Committee**

Contact _____
to learn more about the program and the responsibilities of serving on the worksite wellness committee.

Contact: _____

Email _____ Phone _____

WORKSITES
Eating Smart
and
Moving More 

Worksite Wellness Committee Members

Name of Worksite _____

Member Name	Supervisor Approval	Workplan Revision
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Worksite Wellness Committee Meeting

Worksite Name: _____

Date: _____ Time: _____

Meeting Place: _____

AGENDA

Call Meeting to Order

Introductions—Committee Members

- Share your name, department, favorite food and one favorite physical activity
- Sign Worksite Wellness Committee Form (Appendix E)—name, email address and phone number

Orientation to *Saving Dollars and Making Sense*

What Is *Saving Dollars and Making Sense*?

Why Policy and Environmental Changes Are Important (**Appendix B**)

Worksites Eating Smart and Worksites Moving More online resources

Committee Name

Mission Statement

Committee Chairperson and Program Coordinator Selection

Employee Communication Plan

Overview of Action Plan and Surveys

Worksite Wellness Committee Action Plan (**Appendix G**)

Employee Interest Survey (**Appendix J**)

Schedule Future Meetings

Adjourn

WORKSITE WELLNESS COMMITTEE ACTION PLAN

Worksite: _____
 Committee Name: _____
 Committee Chairperson: _____
 Program Coordinator: _____
 Other Chairs: _____

 Action Plan for Period Beginning: _____ Period Ended: _____

MISSION STATEMENT:

COMMITTEE MEMBERS

Name	Email	Phone	Name	Email	Phone
1.			7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

EMPLOYEE INTEREST SURVEY RESULTS

Determine the behavior your employees are most interested in changing. (Rank in order from 1-4, with 1 having the most interest)
 Eat Smart (Ques. 1-5): _____ Move More (Ques. 6-9): _____ Quit Tobacco Now (Ques. 22-27): _____ Manage Stress (Ques. 10-14): _____

Which question received the highest response from the behavior ranked # 1 above? Write the question below:

Develop a goal based on the question you listed above. Write your goal below:

Goal: _____

Strategy (environmental):	Steps (environmental):	Resources (environmental):	Evaluation (environmental):
Strategy (policy):	Steps (policy):	Resources (policy):	Evaluation (policy):
Strategy (group):	Steps (group):	Resources (group):	Evaluation (group):
Strategy (individual):	Steps (individual):	Resources (individual):	Evaluation (individual):

Write one individual or group strategy and one policy or environmental strategy.

What steps will you need to take to achieve your strategy? Think about WHO, WHEN & WHERE questions.

How much money will your strategy need? What other resources will you need?

How will you monitor the success of the program?

YEAR-END EVALUATION SUMMARY

Employee Satisfaction Survey:

Policy & Environmental Survey (committee only):

RECOMMENDATIONS FROM THE COMMITTEE FOR NEXT YEAR

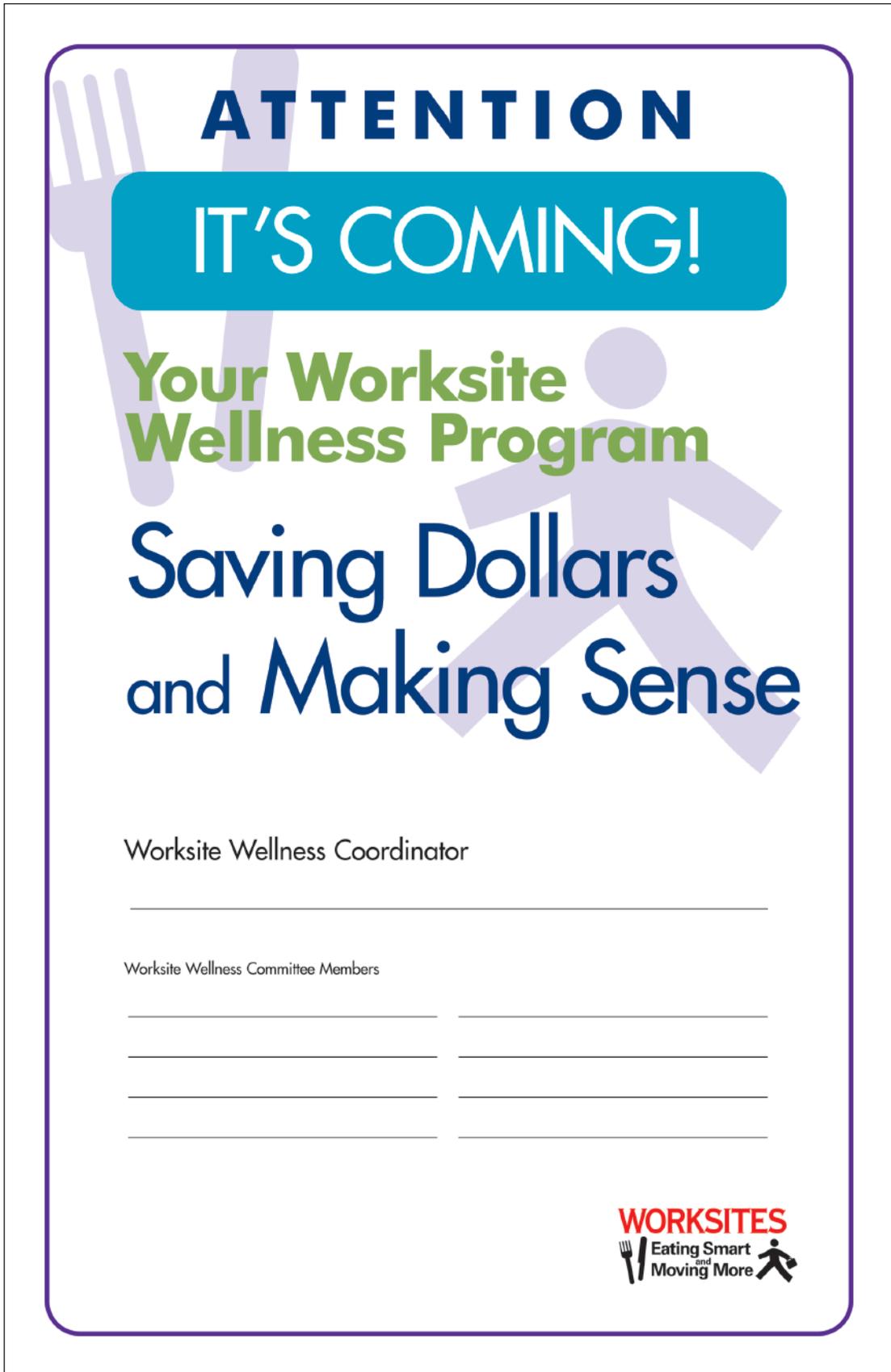
Successes:

Barriers to Success:

Lessons Learned:

Programs/Activities to continue:

Programs/Activities to discontinue:



The poster features a purple border and a background with faint purple silhouettes of a hand and a person walking. The text is centered and reads: 'ATTENTION' in large blue letters, followed by 'IT'S COMING!' in white letters inside a blue rounded rectangle. Below that, 'Your Worksite Wellness Program' is written in green, and 'Saving Dollars and Making Sense' is written in large blue letters. At the bottom, there are sections for 'Worksite Wellness Coordinator' and 'Worksite Wellness Committee Members' with corresponding lines for names.

ATTENTION

IT'S COMING!

**Your Worksite
Wellness Program**

**Saving Dollars
and Making Sense**

Worksite Wellness Coordinator

Worksite Wellness Committee Members

WORKSITES
Eating Smart
and
Moving More 

APPENDIX I. Cover Letter for Employee Interest Survey

Dear Co-Workers,

In today's fast-paced world, where most of our lifestyle choices are influenced by convenience and technology, chronic health conditions/diseases have begun to rise at an alarming rate. Also, most of the focus and expense of the healthcare industry has been for the treatment of chronic diseases. However, avoiding chronic diseases in the future begins with making healthier choices today. Our employers can play a crucial role in helping us make healthier lifestyle choices that can lead to a happier and more enjoyable life. As some of you may be aware, a worksite wellness committee has been established to make our worksite a healthier workplace and promote the health of our employees.

Before the wellness committee can initiate wellness activities/programs at the worksite, it is imperative that we learn about your interests as employees. The success of any worksite wellness initiative ultimately depends on how well it meets employees' needs. Attached is a short Employee Interest Survey. Please complete and return to the committee member specified below.

You do not have to sign your name.

Return your completed survey to _____
by _____.

Working together,
We can
Eat Smart, Move More, Quit Tobacco Use and Manage Stress.

Thank you!

Worksite Wellness Committee

(name of worksite)

APPENDIX J. Employee Interest Survey

Employee Interest Survey

Directions: Indicate your interest for each of the following by circling:

1: little or no interest

2: some interest

3: very interested

I AM INTERESTED IN:

- | | | | |
|--|---|---|---|
| 1. learning more about healthy food choices. | 1 | 2 | 3 |
| 2. learning how to incorporate fruits and vegetables into my diet. | 1 | 2 | 3 |
| 3. learning about healthier food choices and portions to help manage my weight. | 1 | 2 | 3 |
| 4. participating in “tasting” events to sample healthy foods. | 1 | 2 | 3 |
| 5. having healthy snacks available for purchase at work. | 1 | 2 | 3 |
| 6. learning more about the benefits of physical activity and how it can influence my health. | 1 | 2 | 3 |
| 7. increasing my physical activity level. | 1 | 2 | 3 |
| 8. walking to increase physical activity. | 1 | 2 | 3 |
| 9. participating in team activities. | 1 | 2 | 3 |
| 10. learning ways to cope with feelings of stress. | 1 | 2 | 3 |
| 11. time management skills. | 1 | 2 | 3 |
| 12. improving my communication skills. | 1 | 2 | 3 |
| 13. learning skills to cope with change. | 1 | 2 | 3 |
| 14. organized social events with my co-workers.
Events might be holiday party or summer picnic. | 1 | 2 | 3 |
| 15. participating in wellness activities within my regular work schedule. | 1 | 2 | 3 |
| 16. participating in wellness activities before work. | 1 | 2 | 3 |
| 17. participating in wellness activities after work. | 1 | 2 | 3 |
| 18. 10–15 minute activities that I can do two to three times a day. | 1 | 2 | 3 |
| 19. activities that last 30–60 minutes. | 1 | 2 | 3 |
| 20. health information that I can read, listen to, or watch on my own. | 1 | 2 | 3 |
| 21. participating with a group to learn more about wellness. | 1 | 2 | 3 |
| 22. working in a tobacco-free environment. | 1 | 2 | 3 |
| 23. working with others to reduce second-hand smoke in my workplace. | 1 | 2 | 3 |

Please complete questions 24–27 only if you currently use tobacco.

- | | | | |
|---|---|---|---|
| 24. getting information about quitting tobacco use. | 1 | 2 | 3 |
| 25. attending information sessions or classes about quitting tobacco use. | 1 | 2 | 3 |
| 26. using my meal break time to learn about quitting the use of tobacco. | 1 | 2 | 3 |
| 27. using time before or after work to learn about quitting the use of tobacco. | 1 | 2 | 3 |

Please return this survey to: _____

By this date: _____

APPENDIX K. Employee Interest Survey Distribution and Collection Ideas, page 1

Distribution Method	Pros	Cons	Additional Information
Personal distribution	<p>Low cost; Personal contact with employees might increase the number of survey responses; Personal interaction will allow wellness members to talk about the importance of completing the Employee Interest Survey</p>	<p>Could involve a significant time involvement for large worksites; In facilities with different shifts of employee work-time, committee members would need to cover all shifts to ensure distribution to all employees; Home-based employees might not receive surveys; Employees might be disbursed throughout several worksites; Could involve a high level of committee involvement in counting and monitoring survey responses in large offices</p>	<p>Personal distribution could be combined with mailbox, paycheck stuffers, or email distribution to include employees at all shifts and locations (this would involve significant committee involvement in identifying employees who are home-based or work night-time shifts); In smaller offices, surveys could be distributed and completed in staff meetings, ensuring high levels of survey responses</p>
Mailbox stuffers	<p>Low cost; Surveys can be distributed with relative ease</p>	<p>Some employees might not check their mailboxes; Could involve making high numbers of copies in large offices; Could involve a high level of committee involvement in counting and monitoring survey responses in large offices</p>	<p>Be sure to specify a specific survey collection spot for employees to drop surveys</p>
Paycheck stuffers, Memo addendums	<p>Low cost; Surveys can be distributed with relative ease; Most employees will receive (and open) paychecks and employee memos</p>	<p>Could involve making high numbers of copies in large offices; Method does not include temporary staff; Could involve a high level of committee involvement in counting and monitoring survey responses in large offices</p>	<p>Be sure to specify a specific survey collection spot for employees to drop surveys</p>
Email distribution	<p>No cost; Surveys can be distributed very easily</p>	<p>Employees might not respond to email; Method does not include employees without email; Could involve a high level of committee involvement in counting and monitoring survey responses in large offices</p>	<p>Email distribution could be combined with mailbox stuffers or paycheck stuffers to include temporary and non-email staff (this would involve significant committee involvement in identifying employees without computers)</p>
Online surveys	<p>Surveys could be easily distributed via email; Low level of committee involvement needed in tabulating survey results—the survey website will collect and score data; Very easy to monitor the number of responses</p>	<p>Significant cost involved; Method does not include employees without internet access; Committee involvement needed in setting up survey online</p>	<p>Email notification of online survey site could be combined with mailbox stuffers or paycheck stuffers to include employees without access to the internet (this would involve significant committee involvement in identifying employees without computers); The following websites offer online surveys: www.zommerang.com; www.surveymonkey.com</p>

Some things to keep in mind while distributing surveys

1. Your wellness committee might want to consider setting a target date for receiving survey responses. Having a set date to return surveys will make some employees more likely to complete them.
2. Consider having a drawing or incentives for employees who complete their surveys. These incentives or drawings do not have to cost money! For example, your committee could: offer relief from shared office tasks (like cleaning common areas or contributing to the coffee fund) to the first 5 employees who finish their surveys; find a local business to donate a gift card to give to drawing winners; post a “thank you” note to employees who complete their surveys in a visible notice board (this could be done a week or a few days before the final collection date to remind others to complete their surveys).
3. Think about posting fliers or sending out reminder emails to keep employees informed about the importance of the Employee Interest Survey. Remember: a few well placed fliers and a small number of emails will keep people’s attention. Try not to flood employees’ mailboxes with too many emails or they will begin to delete them.
4. Remind wellness committee members to promote the surveys! Committee members are your greatest assets and biggest champions. Members can make short presentations in management or office staff meetings about the importance of the survey and the final collection date. Also, ask them to talk about the importance of the Employee Interest Survey to their friends and co-workers. News will spread, generating greater survey participation.

Employee Evaluation of Wellness Activity

You recently participated in _____,
a Worksite Wellness Program activity provided by your worksite wellness committee.

Please complete this evaluation form in order to help the wellness committee create the best possible wellness program and offer wellness activities in the future. Thank You!

Please indicate your level of agreement using the following scale:

1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly Agree NS = Not Sure

- | | | | | | |
|---|---|---|---|---|----|
| 1. This activity has influenced me to make healthier lifestyle choices. | 1 | 2 | 3 | 4 | NS |
| 2. I would like to participate in similar activities in the future. | 1 | 2 | 3 | 4 | NS |
| 3. I would recommend this activity to my co-workers. | 1 | 2 | 3 | 4 | NS |

The best/most helpful part of this activity was:

This activity could be improved by: _____

Please return the completed survey to:

Evaluation of Wellness Committee by Committee Members

This questionnaire is designed to help your committee assess your worksite wellness program and the committee's strengths and weaknesses. **It will help guide your discussions of how well the committee functions and how the wellness program could be improved.** This survey should be filled out anonymously by committee members. Feel free to add other questions that you think would help this effort.

1. Are all areas of your worksite represented on your committee? Yes No
1a. How could representation be improved?

2. Is management represented on your committee? Yes No
2a. In what ways has management been supportive of your efforts?

2b. In what ways would you like management to be more supportive?

3. Has the committee completed a written action plan? Yes No
3a. Does the action plan include at least one short-term
and one long-term objective? Yes No

3b. Have you implemented any activities from your action plan? Yes No

3c. Which behavior(s) does your action plan focus on?
Eating Smart Moving More Quitting Tobacco Now Managing Stress

4. What would help your committee do a better job of working together?

5. In what ways is the wellness program helping employees?

6. What could the committee do to make the program more effective?

Worksite Wellness Program Employee Satisfaction Survey

Name of Worksite: _____

Date: _____

- | | | |
|--|-----|----|
| 1. Are you aware of the worksite wellness program that has been established at your worksite? | Yes | No |
| 2. Are you interested in receiving additional information concerning the worksite wellness program? | Yes | No |
| 3. Have you participated in any wellness activity conducted at your worksite? | Yes | No |
| 4. Have you made healthier lifestyle choices since the worksite wellness program was established at your worksite? | Yes | No |

5. If Yes, check the area(s) where you have made healthier lifestyle choices (check all that apply):

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Eating Smart | <input type="checkbox"/> Quitting Tobacco Now |
| <input type="checkbox"/> Moving More | <input type="checkbox"/> Managing Stress |

6. Would you like to participate in future wellness activities at your worksite? Yes No

7. What improvements to the worksite wellness program would you like to see?

Your input helps us make improvements to your Worksite Wellness Program. By completing this survey, you help us to provide the best wellness programs and activities at your worksite. Thank You!

Please return completed survey to:

Return by (date): _____

If you would like information from the wellness committee, either contact the person named above or provide your name and contact information below.

Employee Satisfaction Survey Results Form

Name of Worksite: _____

Report Prepared by: _____

Number of Surveys distributed: _____

Number of Surveys returned: _____

1. Percent (%) of employees aware of the worksite wellness program _____

2. Percent (%) of employees aware of the worksite wellness committee _____

3. Percent (%) of employees who participated in worksite wellness activities _____

4. Percent (%) of employees who reported lifestyle changes being made
due to worksite wellness program activities _____

5. Percent (%) of employees who would like to participate in future
worksite wellness program activities _____

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Saving Dollars and Making Sense is one of the many tools that support Eat Smart, Move More....North Carolina.

Eat Smart, Move More...North Carolina is a statewide movement that promotes increased opportunities for healthy eating and physical activity wherever people live, learn, earn, play and pray.

You can find out more and search resources at www.EatSmartMoveMoreNC.com.

