



WORKPLACE WELLNESS COMMITTEES

THIS SECTION INCLUDES:

Formation Guide

Operation Guide

More on Funding and Recognition





WORKPLACE WELLNESS COMMITTEE: FORMATION GUIDE

One of the best ways to encourage healthy lifestyles among employees is with a Wellness Committee. Wellness Committees are formed in many organizations and include a group of people interested in fostering employee wellness to develop, oversee, and evaluate an organization's wellness efforts.

IDENTIFY YOUR WELLNESS SPONSOR

Choose someone from senior management to ensure financial and organizational support.

DEFINE WELLNESS COMMITTEE MEMBER ROLES

A committee lead will chair the committee and should have a passion for wellness. A secretary will draft meeting notices, take notes during meetings and issue meeting minutes.

DETERMINE THE SIZE OF YOUR COMMITTEE

- Less than 300 employees: 3-8 members
- 300 – 1,000 employees: 8-12 members
- More than 1,000 employees: 12 or more members

GET SUPERVISOR APPROVAL FOR POTENTIAL MEMBER PARTICIPATION

Get supervisor buy-in before inviting candidates to join the committee to ensure wellness activities are integrated with employee work responsibilities.

MEMBER RECRUITMENT

Committees Should:

- Include people from different departments
- Have at least one member from senior management
- Offer incentives for becoming a member

ASK FOR A MINIMUM OF ONE-YEAR COMMITMENT FROM MEMBERS

Have committee members sign an informal pledge of their commitment. You may consider including a procedure for rotating and/or substituting members of the committee to ensure program activity continuity and refreshed perspectives.

WORK WITH WELLNESS SPONSOR TO SET A BUDGET

Work with your Wellness Sponsor to determine your budget before your first meeting. Nonfinancial resources may also be needed, such as meeting space or access to employee email lists.

SCHEDULE A KICK OFF MEETING

Prepare a meeting agenda and stick to it to make the best use of everyone's time!





WORKPLACE WELLNESS COMMITTEE OPERATION:

The following are important in operating a Workplace Wellness Committee:

CREATE AN OPERATING PLAN

Development of an operating plan is important for many reasons including empowering committee members to act and keeping management informed of the program status. An operating plan can include:

- Statement of Committee goals (i.e., what is to be accomplished)
- Identification of the Wellness Champion in senior leadership
- Identification and description of Committee positions (e.g., chair and secretary)
- Selection process for Committee members, including number of members and term of service
- Regular meeting date, time and location
- Program and Activity Guidelines, including types and number of activities allowed and the approval process

APPROVAL AND DOCUMENTATION

- Work with your Wellness Champion to create an approval process to ensure goals and objectives align with those of the organization.
- Create a system of documentation so that progress can be measured.
 - Potential documentation includes meeting agendas and minutes, annual and event budgets and event and activity calendars.
 - Consider the location of stored materials (e.g., chair's filing cabinet or electronic share drive)

PLANNING, ACTION ITEMS AND TIMELINES

- Use an Employee Interest Survey (sample attached) to determine events and activities.
- Specify what needs to be done and by when to keep Committee members on task and successful.
- Highlight action items and due dates in the minutes for easy reference by Committee members.
- Review progress on action items and due dates at each meeting.

BUDGET

- Include all costs when creating the budget such as staff time, employee participation time, printing of materials and event costs (e.g., food and decorations).
- Review the budget at each meeting (and with your Wellness Sponsor as needed) and update it regularly.

ROLES AND RESPONSIBILITIES

- Identify the strengths and talents of your wellness committee members and assign tasks accordingly.
- Specify task assignments in the meeting minutes and review them at each meeting.

EVALUATION

- Create a process for measuring and evaluating the results of your program.
 - Potential items for measurement are the number of employees participating in Workplace Wellness events and activities, employee satisfaction and improvements in absenteeism, morale and turnover.



WORKPLACE WELLNESS COMMITTEE: MORE ON FUNDING AND RECOGNITION

There are many ways to fund workplace wellness initiatives for your business, organization or community group, as well as a variety of recognition opportunities to be acknowledged for your workplace wellness activities. The following document outlines funding and recognition opportunities for your business, organization or community group to consider pursuing.



FUNDING OPPORTUNITIES: INTERNAL FUNDING

- **Organizational Budget:** Review your organization's budget to determine your internal funding capacity
- **Determining Return on Investment (ROI):** Determine the ROI for employees practicing healthy behaviors to aid in obtaining funds; most comprehensive wellness programs have an ROI of about \$3:\$1



CONSULTATION ASSISTANCE

- **Your Health Insurer:** Inquire with your health insurer about the wellness services offered to members

AVAILABLE AWARDS

- Wellness Council of America - <http://welcoa.org>
- Michigan Fitness Foundation - <https://michiganfitness.org/workwithus>
- 101 Best and Brightest in Wellness - <https://thebestandbrightest.com/programs/>
- Designing Healthy Environments at Work - <https://mihealthtools.org/work/default.asp>





EMPLOYEE INTEREST SURVEY

This survey can be distributed to employees to determine their needs and interests when developing your businesses wellness program. Employees should be surveyed on a regular basis.

1. Please circle the number that indicates your interest in the following wellness activities that we might offer at the workplace (little or no cost to you). 1 = no interest 5 = very interested

- a. Blood pressure/cholesterol screening

1 2 3 4 5

- b. Cancer education/screening

1 2 3 4 5

- c. Walking Program

1 2 3 4 5

- d. Physical activity classes/program

1 2 3 4 5

- e. Smoking cessation

1 2 3 4 5

- f. Healthy Eating

1 2 3 4 5

- g. Stress management/ relaxation

1 2 3 4 5

- h. Weight Management

1 2 3 4 5

- i. Diabetes screening

1 2 3 4 5

- j. Commit to Fit! Challenges (Physical activity, weight, or nutrition)

1 2 3 4 5



2. What other activities would you like to see offered?

3. What times would you like to see wellness activities held (check all that apply)

____ Before Work

____ During the workday (lunch time or breaks)

____ After work

4. What is your preferred method of communication for company wellness program activities?

____ Flyers

____ Newsletter

____ Email

____ Other _____