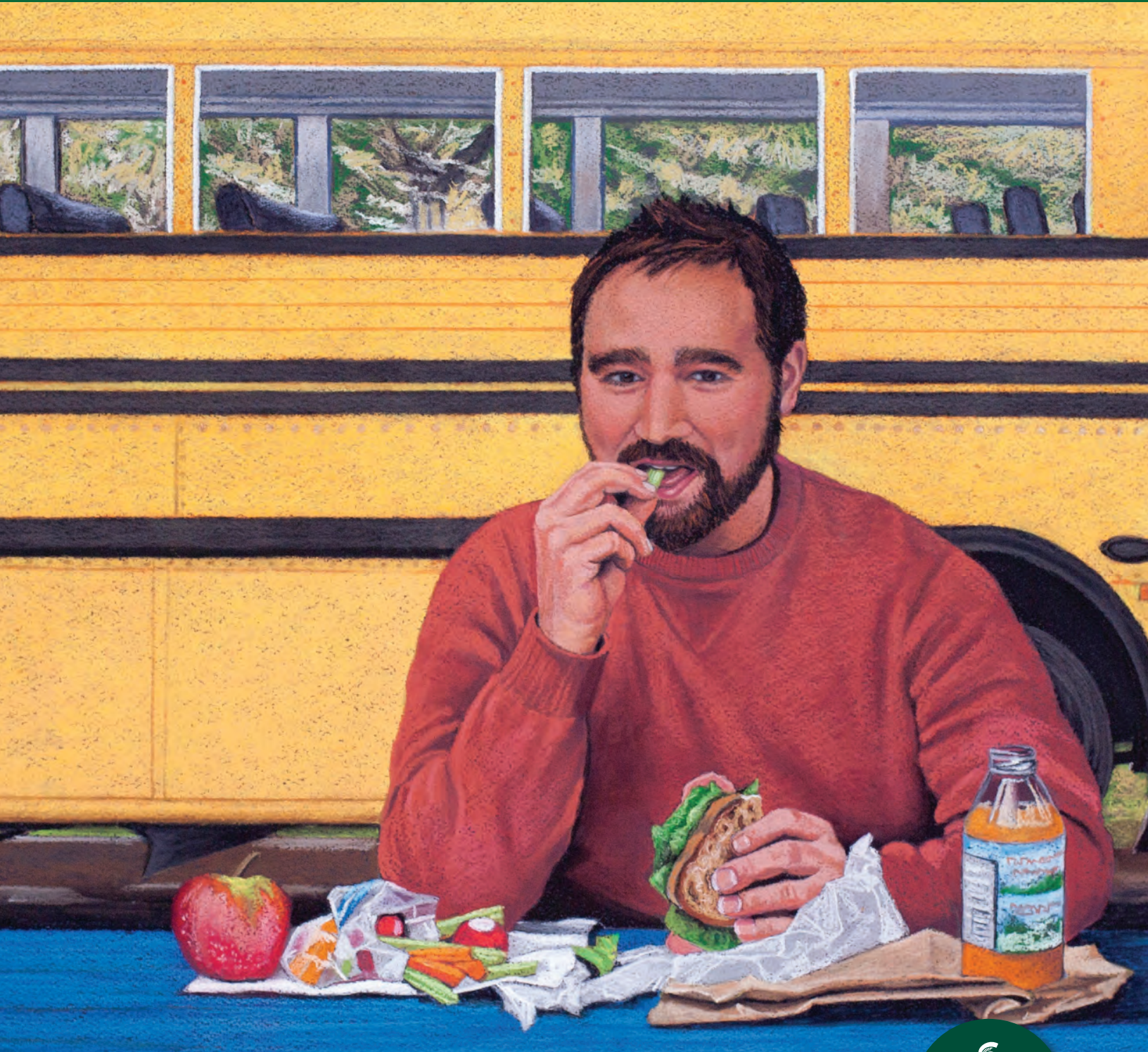


TOOLKIT OF RESOURCES

School Employee Wellness in Michigan





Adapted from:

School Employee Wellness:

A Guide for Protecting the Assets of our Nation's Schools

Directors for Health Promotion and Education (DHPE)

www.schoolempwell.org

and Idaho School Employee Wellness Program

MSU Authors/contributors-

Dawn Earnesty, MS, RDN and reviewed by Erin Powell, MS, RDN

Title: School Employee Wellness: A Guide for Protecting the Assets of Our Nation's Schools

Source: Directors of Health Promotion and Education

Accessibility: http://www.healthyschoolsms.org/staff_health/documents/EntireGuide.pdf

Title: School Employee Wellness Program

Source: Idaho State Department of Education

Accessibility: <http://healthymeals.nal.usda.gov/hsmrs/Idaho/Staff%20Wellness%20Booklet%20Final.pdf>

This material is based upon work supported by the United States Department of Agriculture and the National Institute of Food and Agriculture award number(s) 2014-46100-22366. All materials except scientific articles or papers that are published in scientific journals, will have the following disclaimer: "Any opinions, findings, and conclusions or recommendations expressed in this publication are those of author and do not necessarily reflect the views of the United States Department of Agriculture and the National Institute of Food Agriculture.



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Step 8: Evaluate and Adapt the Program

Step 9: Sustain the Program



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 1: Obtain Administrative Support, Making the Case

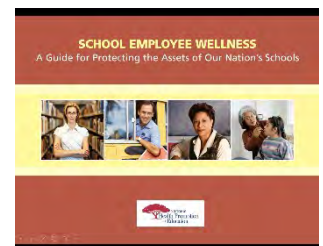
“Successful School Employee Wellness Programs have reported administrator support as a key factor in their success.”

Resources

Title: School Employee Wellness: A Guide for Protecting the Assets of our Nation’s School Administrators Talking Points PowerPoint

Source: Directors of Health Promotion and Education

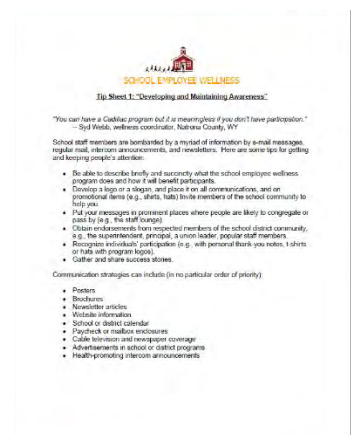
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Title: School Employee Wellness: A Guide for Protecting the Assets of our Nation’s School Administrators Tip Sheet 1 Developing and Maintaining Awareness

Source: Directors of Health Promotion and Education

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TOOLKIT OF RESOURCES

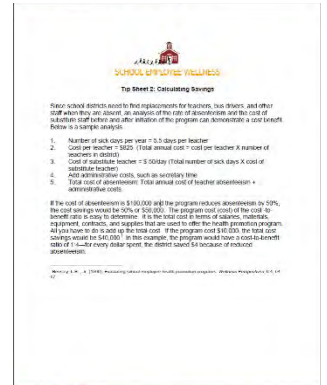
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 1 Continued:

Title: School Employee Wellness: A Guide for Protecting the Assets of our Nation's School Tip Sheet 2 Calculating Cost Savings

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)



Title: Work Matters for Health

Source: Robert Wood Johnson Foundation

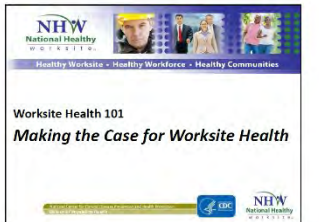
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Title: Making the Case for Worksite Wellness slides

Source: Centers for Disease Control and Prevention and National Healthy Worksites

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TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 2: Identify Resources

Identifying resources that are local, national or global will provide a variety of expertise, options and best practices that meets the needs of your school employee wellness program.

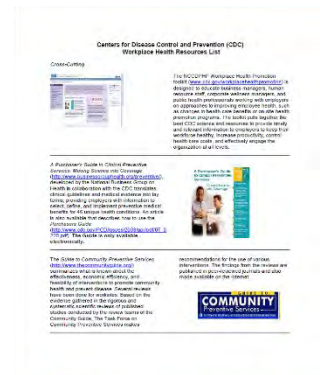
Resources internally may include the employees within your school/district such as health educators, physical education teachers, licensed professionals, school mental health professionals, nutrition professionals or other employees that may have a hobby or skill that focuses on wellness. Community partners can include the health department, hospitals, parent organizations, voluntary health organizations, local businesses, media and other local civic organizations.

Resources

Title: Centers for Disease Control and Prevention (CDC)
Workplace Health Quick Resources List

Source: Centers for Disease Control and Prevention

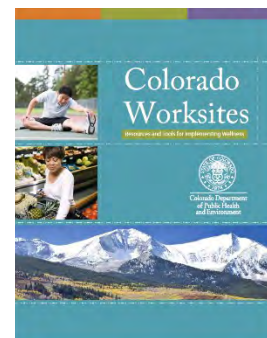
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Title: Colorado Worksites Resources and Tools for Implementing Wellness

Source: Colorado Department of Public Health and Environment

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TOOLKIT OF RESOURCES

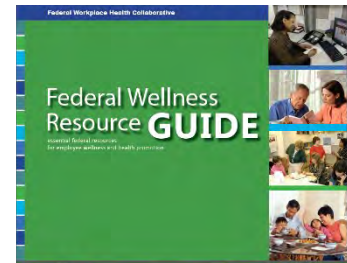
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 2 Continued:

Title: Federal Wellness Resource Guide

Source: Federal Workplace Health Collaborative

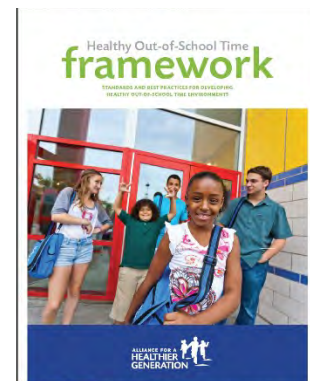
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Title: Healthy Out-of-School Time Framework

Source: Alliance for a Healthier Generation

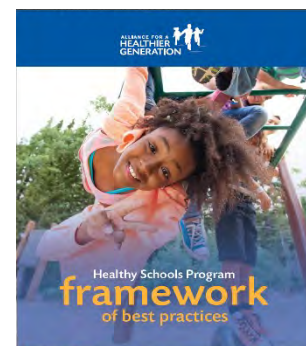
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Title: Healthy Schools Program Framework

Source: Alliance for a Healthier Generation

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TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 2 Continued:

Title: Facts on Local Wellness Policies

Source: Alliance for a Healthier Generation

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 3: Identify a Leader

“Wellness Leaders: Be Visible! Get Involved wherever Possible.”

Identify a workplace health coordinator. Coordinator often oversees the workplace health program, chairs and regularly convenes the workplace health committee, and oversees an annual budget.

Resources

Title: School Wellness Team Leader Meeting Agenda Example

Source: Central Middle School Parkway Schools

Go to [Source](#) (control click to open)

SCHOOL WELLNESS TEAM LEADER MEETING
Central Middle School Library
October 19, 2010
4:00 - 6:00 pm

| AGENDA ITEM/TOPIC | WHO | NOTES | DECISIONS/TIMELINES |
|------------------------------|---------------|---|---------------------|
| 1. Wellness Subcommittee | Don Antognoli | • Cook report back @ 4:30 | |
| 2. Wellness Updates | Don Antognoli | <ul style="list-style-type: none"> • Wellness Update • Legislation - Detention (S3 29) - PA & Bureau Requirements • AHSNA Conference Video (open starting 4:45:00) • Project Parkway - Bullying & School Climate Task Force • District Wellness Survey (see attached) • Wellness roll forward - \$10,000 order from IHFC for 2011-12 • Health & Safety Bank from annual re-contract after district staff wellness report is submitted to USF • To top out 2010-11 wellness funds, which total have participated in USF assessment and experience. (SD have completed school wellness plan submitted by Friday October 19) • Parkway roll forward another CHC credit up to \$10,000 in 2011-12. School Wellness Team will be advised by email and to the District Wellness Committee as to how the funds should be utilized. • Use of Funds - wellness programs staff participation incentives, special wellness speakers, fitness equipment, etc. | |
| 3. LABC Staff Wellness Funds | Don Antognoli | | |

Title: School Health Team Leader Directory

Source: Parkway Schools

Go to [Source](#) (control click to open)

School Health Team Leaders
2010-11

| School | Leader's Name | Position |
|-------------------|------------------------------|----------------------|
| Early Childhood | Ruth Collins | |
| Barrett | Barb Rouse/Joy Holley | Health/PE |
| Bellevue | Debbie Kelly | Health/PE |
| Canaan Trails | Colleen Whelan | Health/PE |
| Claymont | Laura Costello | Health/PE |
| Craig | Levi Wood/Keri Lee | Health/PE, Nurse |
| Green Trails | Kim Sager | Health/PE |
| Hanna Woods | Allison Zeller | Health/PE |
| Honey | Kevin Datta, Tony McNabb | Health/PE |
| Hickory Ridge | Adam Mastromaglio | Health/PE |
| Maum Ridge | Bill Hargrett/Randy Jan | Health/PE |
| Michigan | Anna Simoni | Nurse |
| Oak Brook | Vicki McGinnis | Health/PE |
| Deerport | Patty Fustona, Becky Cartani | Health/PE, Nurse |
| Oliver Road | Cheryl Davis, Cindy Thomas | Health/PE |
| Ross | Amy Snyder | Health/PE |
| Shenandoah Valley | Terri Houser | Health/PE |
| Sycamore Springs | Paul McGee | Health/PE |
| Wren Hollow | Laura Hargett, Peg Mervett | Health/PE, Health/PE |
| Central Middle | Cheryl Moulder | Health/PE |
| Northeast Middle | Bill Anderson | Health/PE |
| South Middle | Teresa Dabbe | Health/PE |
| Sanderson Middle | Vivian Holder | Social Studies |
| West Middle | Amy Loney/Debi Della | Health/PE |
| Central High | Terril O'Leary | Health/PE |
| North High | Amy Radloff | Health/PE |
| South High | Laura Shiffert | Nurse |
| West High | Terrance Rowe | Health/PE |



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 3 Continued:

Title: Worksite Wellness Committee Recruitment Letter

Source: Tufts Health Plan

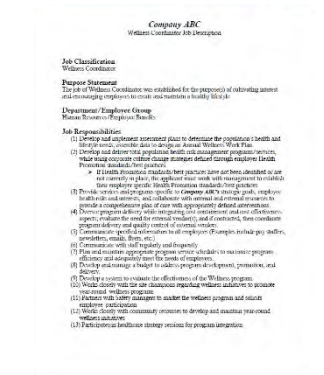


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Title: Wellness Coordinator Job Description

Source: MI Health Tools

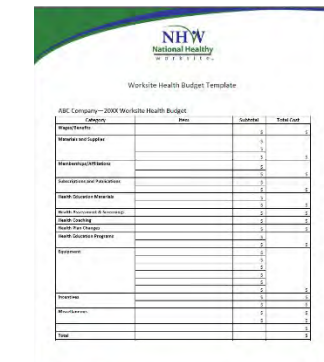
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Title: Worksite Healthy Budget Template

Source: National Healthy Worksite

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TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 4: Organize a Committee

“Work with a team of people to implement wellness activities to ensure long-term success.”

Committee goals can vary amongst school/district needs but expectations can include but are not limited to:

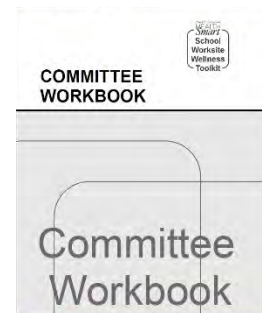
- **Meet regularly to plan, develop, review, and evaluate activities.**
- **Inform school employees about program plans and obtain feedback.**
- **Share concerns and provide positive and negative feedback received from school employees.**
- **Assist with assessing needs and mapping resources.**
- **Coordinate school employee wellness activities with student health-promotion activities.**
- **Advocate for and participate in activities.**
- **Assist with setting priorities for program offerings and expenditures.**
- **Ensure that activities are aligned with the district’s policies.**

Resources

Title: Committee Workbook

Source: North Carolina Health Smart Worksite Wellness Toolkit

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 4 Continued:

Title: Kicking off Employee Wellness

Source: Alliance for a Healthier Generation

Go to [Source](#) (control click to open)



Title: Sample Worksite Health Team Charter

Source: National Healthy Worksite

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 5: Gather and Analyze Data

A needs assessment can provide key data to support and plan a program. Employee interest and needs surveys can stimulate awareness of and interest in health promotion as well as giving employees a sense of ownership.

Resources

Title: Employee Wellness Interest Survey 1

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)

The image shows a survey form titled "Employee Wellness Interest Survey". It asks respondents to indicate their current level of interest in various activities. The activities listed include: Back care, Career Transition, Coaching, mentoring, Family, Financial management, Fitness testing, Developing a personal fitness plan, Aerobics, Stress pressure management, Depression/anxiety, Healthily, mental performance, Walking, Heart disease and stroke prevention, Mental health (depression, dealing with grief and loss), Eating clean and healthy, Strength training, Cancer management, Supporting (golf) members, Tobacco smoking cessation, Using the health care system wisely/feel safe, All of them, Wellness health issues, All of them, None, and Other (please describe) message. There are columns for "No interest", "Might attend", and "Would attend".

Title: Worksite Wellness Program Employee Interest Survey

Source: Healthy South Dakota

Go to [Source](#) (control click to open)

The image shows a survey form titled "Worksite Wellness Program Employee Interest Survey". It asks respondents to indicate their level of interest in various activities. The activities listed include: 1. Many healthy snacks when they are available, 2. If there is a healthy break, walk or jog, or a walk if there were a walking trail, 3. Walk to work if possible on our staff meetings, 4. I would like to know more about healthy eating and physical activity for all, 5. I would like to know more about healthy eating and physical activity for all, 6. I would like to know more about healthy eating and physical activity for all, 7. I would like to know more about healthy eating and physical activity for all, 8. I would like to know more about healthy eating and physical activity for all, 9. I would like to know more about healthy eating and physical activity for all, 10. I would like to know more about healthy eating and physical activity for all. There are columns for "No interest", "Might attend", and "Would attend".



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 5 Continued:

Title: Employee Interest Survey 2

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)

Title: Employee Interest Survey 3

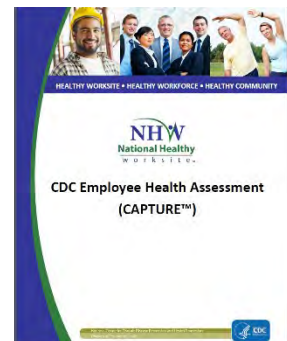
Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)

Title: CDC Employee Health Assessment (CAPTURE™)

Source: National Center for Chronic Disease Prevention and Health Promotion

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TOOLKIT OF RESOURCES

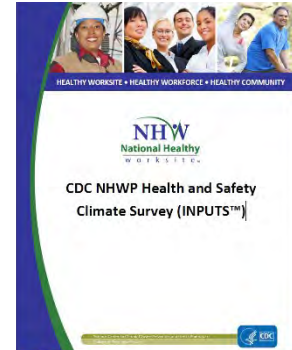
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 5 Continued:

Title: CDC NHWP Health and Safety Climate Survey (INPUTS™)

Source: National Center for Chronic Disease Prevention and Health Promotion

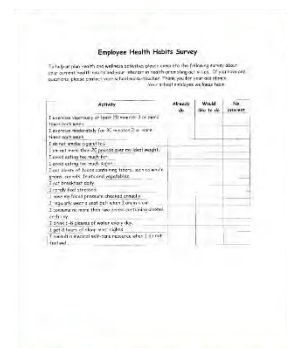
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Title: Employee Health Habits Survey

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)



Title: CHS Staff Wellness Survey

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 5 Continued:

Title: BSUSD Worksite Wellness Individual Interest Survey

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)

BSUSD Worksite Wellness Individual Interest Survey

Purpose: The purpose of this survey is to determine the interest of school employees in participating in a wellness program. The survey will be used to determine the interest of school employees in participating in a wellness program. The survey will be used to determine the interest of school employees in participating in a wellness program.

Questions:

1. I would like to participate in a wellness program.
2. I would like to participate in a wellness program.
3. I would like to participate in a wellness program.
4. I would like to participate in a wellness program.
5. I would like to participate in a wellness program.
6. I would like to participate in a wellness program.
7. I would like to participate in a wellness program.
8. I would like to participate in a wellness program.
9. I would like to participate in a wellness program.
10. I would like to participate in a wellness program.
11. I would like to participate in a wellness program.
12. I would like to participate in a wellness program.
13. I would like to participate in a wellness program.
14. I would like to participate in a wellness program.
15. I would like to participate in a wellness program.
16. I would like to participate in a wellness program.
17. I would like to participate in a wellness program.
18. I would like to participate in a wellness program.
19. I would like to participate in a wellness program.
20. I would like to participate in a wellness program.

Title: Parkside High School Wellness Survey

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)

Parkside High School Wellness Survey

Purpose: The purpose of this survey is to determine the interest of school employees in participating in a wellness program. The survey will be used to determine the interest of school employees in participating in a wellness program. The survey will be used to determine the interest of school employees in participating in a wellness program.

Questions:

1. I would like to participate in a wellness program.
2. I would like to participate in a wellness program.
3. I would like to participate in a wellness program.
4. I would like to participate in a wellness program.
5. I would like to participate in a wellness program.
6. I would like to participate in a wellness program.
7. I would like to participate in a wellness program.
8. I would like to participate in a wellness program.
9. I would like to participate in a wellness program.
10. I would like to participate in a wellness program.



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 6: Develop a Plan

The plan needs to link the employee wellness program to the district’s mission of educating its students” A well-written plan spells out clearly why, how, when and by whom activities will be accomplished.

Resources

Title: Everett Public Schools Employee Benefit Trust Employee Wellness Program Five Year Strategic Plan

Source: Everett Public Schools Employee Benefit Trust

Go to [Source](#) (control click to open)

| Priority | Goal | Timeframe | Responsible Party | Objective Measure |
|---------------------------|--|-----------|----------------------------------|---|
| Employee Wellness Culture | 1. Establish a culture of wellness that is embedded in the district's mission, vision, and strategic plan. | 2010-2015 | Superintendent and all employees | Employee Wellness Program is a core part of the district's mission, vision, and strategic plan. |
| | 2. Establish a culture of wellness that is embedded in the district's mission, vision, and strategic plan. | 2010-2015 | Superintendent and all employees | Employee Wellness Program is a core part of the district's mission, vision, and strategic plan. |
| | 3. Establish a culture of wellness that is embedded in the district's mission, vision, and strategic plan. | 2010-2015 | Superintendent and all employees | Employee Wellness Program is a core part of the district's mission, vision, and strategic plan. |

Title: Osceola County School District of Osceola County (OCSD) Employee Wellness Program Work Plan 2009-2010

Source: Osceola County School District

Go to [Source](#) (control click to open)

| Priority | Goal | Timeframe | Responsible Party | Objective Measure |
|---------------------------|--|-----------|----------------------------------|---|
| Employee Wellness Culture | 1. Establish a culture of wellness that is embedded in the district's mission, vision, and strategic plan. | 2009-2010 | Superintendent and all employees | Employee Wellness Program is a core part of the district's mission, vision, and strategic plan. |
| | 2. Establish a culture of wellness that is embedded in the district's mission, vision, and strategic plan. | 2009-2010 | Superintendent and all employees | Employee Wellness Program is a core part of the district's mission, vision, and strategic plan. |
| | 3. Establish a culture of wellness that is embedded in the district's mission, vision, and strategic plan. | 2009-2010 | Superintendent and all employees | Employee Wellness Program is a core part of the district's mission, vision, and strategic plan. |



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 6 Continued:

Title: The School District of Palm Beach County, FL Strategic Wellness Work Plan 2009

Source: School District of Palm Beach County

Go to [Source](#) (control click to open)

The School District of Palm Beach County Strategic Wellness Work Plan 2009

Employee Wellness Mission:
 The School District of Palm Beach County Employee Wellness Program seeks to establish a comprehensive, multi-faceted and ongoing strategy to encourage and support a healthy lifestyle by integrating health promotion activities and resources that help to enhance health & well-being.

Strategic Area:

- Reduce risk of chronic healthcare costs
- Improve member health and employee productivity
- Enhance recruitment and retention of employees

Initiative:

- Focus on workplace safety and personal development through occupational resources, health education and implementation of policies that enhance health and productivity, reduce the risk of chronic conditions and address workplace protection in healthcare costs
- Develop initiatives that are focused on and drive or complement community health care and wellness programs with employees and families
- Develop a strong focus on communication and health promotion, aimed at both awareness and health change through self-care
- Develop health promotion initiatives and wellness programs
- Integrate workplace programs on the organization's website and link to programs like safety and other voluntary offerings
- Offer the community health resources, wellness resources and programs through the organization's website to ensure a population awareness approach
- Conduct research to support ongoing initiatives, track progress, evaluate and report on outcomes
- Evaluate current programs and recommend improvements to support participation and effectiveness

| Strategic Area | Initiative | Goal |
|--|---|---|
| 1. Cardiovascular Disease, Diabetes, COPD | Prevention Care: Health Living Program, Education and Assessment | Reduce the number of employees who are diagnosed high risk by starting education and lifestyle change programs |
| 2. Nutrition & Weight Control, Physical Activity, and Stress | Prevention Care: Healthy Living Program, Education and Assessment | <ul style="list-style-type: none"> Increase the percentage of adults who are at a healthy weight Increase the percentage of adults who engage in regular physical activity, including moderate intensity 30 minutes 3 times per week Increase the percentage of adults who are at a healthy stress level |
| 3. Tobacco Use and Abuse | Prevention Care: Health Living Program, Education and Assessment | Implement a tobacco cessation program for staff |

Title: Sarasota County School Board (SCSB) Employee Wellness Program Work Plan

Source: Sarasota County School Board

Go to [Source](#) (control click to open)

Sarasota County School Board (SCSB) Employee Wellness Program Work Plan

| Goal 1: Continue to Establish SCSB Board Culture that Recognizes the Importance of a Healthy Lifestyle | | | |
|--|--|--|--|
| <p>Objective 1.1: Monthly SCSB Employee Wellness Committee Meetings</p> <p>Business Plan Objectives: The Employee Wellness Committee requires a variety of sub-committees, large diverse staff and resources to design and execute programs for the district</p> <p>Measure of accomplishment:</p> <ul style="list-style-type: none"> Number of Committee meetings Representatives of the workplace program staff Representatives of the other components of the organizational wellness program Administrators and Managers responsible to implement or state in the program Representatives of community resources | <p>Data sources to measure accomplishment:</p> <ul style="list-style-type: none"> As an action item, the Wellness Committee contact: Health and Care from Community Services, available to plan, develop services, and various activities | <p>Primary persons responsible to gather data:</p> <ul style="list-style-type: none"> Employee Wellness Committee Employee Wellness Committee | <p>Minimum persons responsible to accomplish this objective:</p> <ul style="list-style-type: none"> Employee Wellness Committee Employee Wellness Committee |
| <p>Action or report of this objective:</p> <p>Include a representative from each of the following: school operations, human resources, and facilities to address health and safety issues as well as employee education on the wellness committee</p> | <p>Active by:</p> <p>August 2009 to June 2010</p> | | |

Title: Workplace Health Program Development Checklist

Source: Centers for Disease Control and Prevention

Go to [Source](#) (control click to open)

Workplace Health Program Development Checklist

Assessment

1. A site visit or site review of the workplace has been conducted.
 - 1.1 Interview with key managers and employees conducted
 - 1.2 Environmental assessment performed
 - 1.3 Write site visit report
2. An inventory of current health-related activities has been completed.
 - 2.1 Program and services reviewed
 - 2.2 Benefits reviewed
 - 2.3 Environmental changes reviewed
3. Data on employee health has been collected.
 - 3.1 Determine method(s) of data collection (e.g., paper, electronic, focus group)
 - 3.2 Determine topic areas of interest (health status, health behavior, use of preventive services, etc.)
 - 3.3 Administer the survey
 - 3.4 Analyze data
4. Data on health care and pharmaceutical claims has been collected.
 - 4.1 Determine the period of review, unit of analysis, and duration and conditions of interest
 - 4.2 Obtain data from health insurance provider(s)
 - 4.3 Analyze data
5. Review additional organizational data related to employee health.
 - 5.1 Employee demographics
 - 5.2 Organizational structure
 - 5.3 Health benefit plans
 - 5.4 Time and attendance
 - 5.5 Vacation, overtime, sick leave policies
 - 5.6 Injuries, disability, and workers' compensation
 - 5.7 Employee engagement survey
6. Write an integrated workplace health assessment report



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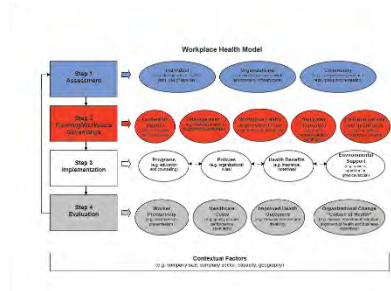
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 6 Continued:

Title: Workplace Health Model

Source: Centers for Disease Control and Prevention

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7: Implement the Plan

This section includes activities that you may want to replicate or try for your program. Start Simple: Do one activity per quarter or month.

Start with a simple activity that is low cost and easy to implement. Initial activities may be based on the interest and needs surveys of employees. Promotion of activities is important to raise awareness of the school plan. Once started, a yearly calendar of activities with monthly themes can be prepared to create a strategy and to keep momentum.

Resources

Healthy Eating Ideas

Title: North Carolina Smart School Worksite Wellness Toolkit: Eat Smart

Source: North Carolina Health Smart

Go to [Source](#) (control click to open)



Title: National Alliance for Nutrition and Activity Healthy Meeting Toolkit

Source: National Alliance for Nutrition and Activity

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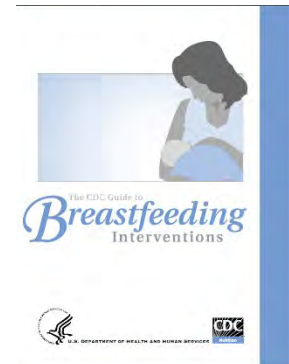
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7 Continued:

Title: The CDC Guide to Breastfeeding Interventions

Source: Centers for Disease Control and Prevention

Go to [Source](#) (control click to open)

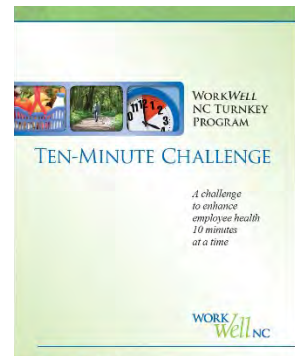


Physical Activity Ideas

Title: Work Well North Carolina Ten-Minute Challenge

Source: Work Well North Carolina

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7 Continued:

Title: Get Started Walking Flyer

Source: Centers for Disease Control and Prevention

Go to [Source](#) (control click to open)



Title: Walk your way to health join the Everett Public Schools Trail Challenge

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)

EPS National Scenic Trails Walks

| Week | Trail | Miles |
|------------|-------------------------|-------------|
| Week One | Appleton Trail | 2.75 miles |
| Week Two | Pacific Coast Trail | 2,800 miles |
| Week Three | Condemned Olympic Trail | 3,200 miles |
| Week Four | North Country Trail | 5,200 miles |



TOOLKIT OF RESOURCES

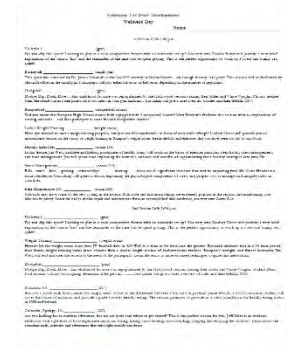
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7 Continued:

Title: Staff Development Wellness Day

Source: Directors of Health Promotion and Education

Go to [Source](#) (control click to open)



Title: 5k Trail Run and 1 Mile Fitness Walk

Source: Utica Education Association

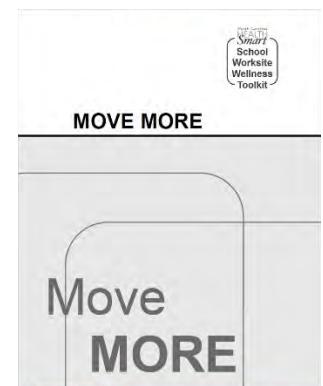
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Title: North Carolina Health Smart School Worksite Wellness Toolkit: Move More

Source: North Carolina Health Smart

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TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7 Continued:

Title: Staff Fitness Breaks

Source: Alliance for a Healthier Generation

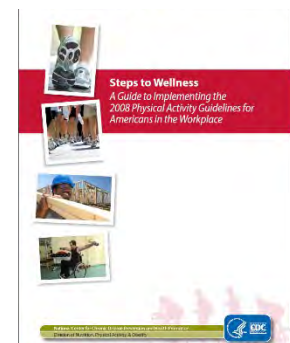
Go to [Source](#) (control click to open)



Title: Steps to Wellness a Guide to Implementing the 2008 Physical Activity Guidelines for Americans in the Workplace

Source: Centers for Disease Control and Prevention

Go to [Source](#) (control click to open)



Title: Why Walk? Walking Pocket Guide

Source: Centers for Disease Control and Prevention

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SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

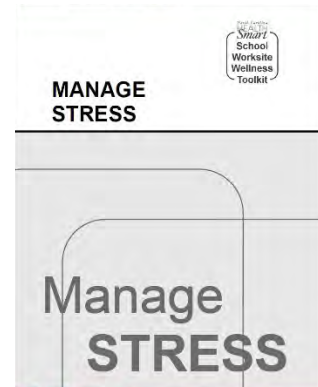
Step 7 Continued:

Other Ideas

Title: North Carolina Smart School Worksite Wellness Toolkit:
Manage Stress

Source: North Carolina Health Smart

Go to [Source](#) (control click to open)



Title: North Carolina Smart School Worksite Wellness Toolkit: Quit
Now

Source: North Carolina Health Smart

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7 Continued:

Title: Michigan State University Extension Worksite Wellness Menu of Services

Source: Michigan State University Extension

Go to [Source](#) (control click to open)



Title: Employee Wellness Incentives

Source: Alliance for a Healthier Generation

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Title: Healthier Worksite Initiative Toolkits

Source: Centers for Disease Control and Prevention

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7 Continued:

Promotion

Title: Healthy Vending Posters

Source: Center for Science in the Public Interest

Go to [Source](#) (control click to open)



Title: Monthly Sharable Employee Wellness Newsletter

Source: Alliance for a Healthier Generation

Go to [Source](#) (control click to open)



Title: Health Star of the Month

Source: Alliance for a Healthier Generation

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7 Continued:

Title: Wellness Incentive

Source: The School District of Osceola County

Go to [Source](#) (control click to open)



Title: Healthy Living Wellness Newsletter

Source: Palm Beach County School District

Go to [Source](#) (control click to open)



Title: Everett Public Schools Hope Health Letter

Source: Everett Public Schools

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 7 Continued:

Title: November Staff Wellness Newsletter Wenatchee School District

Source: Wenatchee School District

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 8: Evaluate and Adapt the Program

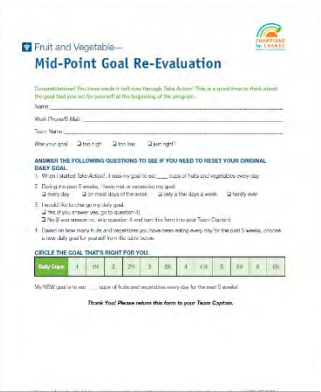
Evaluation of the program is essential for long-term success. Evaluation can assist in determining needed changes, determine effects of the program, see how well objectives and goals are being met and most importantly ways to improve the program.

Resources

Title: Take Action! A Worksite Employee Wellness Program Evaluations

Source: California Department of Public Health

Go to [Source](#) (control click to open)



Title: Workplace Health Promotion Evaluation

Source: Centers for Disease Control and Prevention

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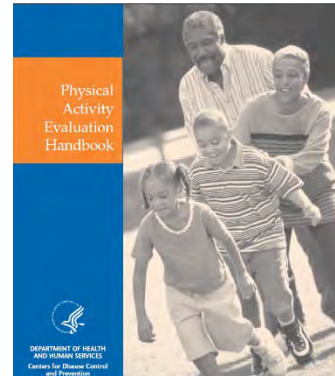
SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 8 Continued:

Title: Physical Activity Evaluation Handbook

Source: Department of Health and Human Services

Go to [Source](#) (control click to open)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 9: Sustain the Program

Sustainability of a program is often determine by a variety of factors.

These factors include:

- **Clear communication to employees and stakeholders.**
- **Share evaluation results with the school board/administrators at least annually.**
- **Evaluate the program as often as possible and keep all stakeholders informed.**
- **Develop a visual record of the program.**
- **Invite administrators, community members and other employees to committee meetings when appropriate.**

Resources

Title: Michigan Healthy Work Environments

Source: Michigan Department of Community Health

Go to [Source](#) (control click to open)



Other Resources for the School Environment

Policy Changes

- [Flex Time/Physical Activity Policies](#)
- [Breastfeeding Policy](#)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Step 9 Continued:

System Changes

- <http://www.cdc.gov/workplacehealthpromotion/>
- [Healthy Fundraising](#)
- [Healthy School Celebrations](#)
- [Constructive Classroom Rewards](#)



TOOLKIT OF RESOURCES

SCHOOL EMPLOYEE WELLNESS IN MICHIGAN

Notes:





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