

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Policy #: HS-107 Title: Wellness Policy Section: Subpart I- Human Resource Management	Original Approval Date: 12/12/2024 Most Recent Amendment: Most Recent Board Review: 12/12/2024 PC Approval Date: 9/19/2024
Forms Required:	
Performance Standards: 1302.91(b)	Page 1 of 1

Policy: Provide mental health and wellness information and opportunities to staff regarding health issues that may affect their job performance.

Purpose: To increase staff engagement and performance, and reduce incidences of burnout, absenteeism, and illness.

Procedure:

- A. Develop and maintain a Wellness Committee
 - a. Membership will be comprised of voluntary Wellness Ambassadors representing each HS/EHS site, the Health Services Manager and Director, and other supervisory and support staff as necessary.
 - b. Wellness Committee will hold bi-monthly meetings either on Teams or in person.
- B. Wellness Committee will develop an annual SWAP (Staff Wellness Action Plan)
 - b. The purpose of the SWAP is to define program strengths, identify gaps, address challenges, and define and accomplish goals more effectively.
 - 1) Data will be collected annually using information from staff engagement surveys, program goals, and in-person feedback sessions
 - 2) Wellness Committee will develop goals based on data received and then create SMARTIE objectives (Specific, measurable, actionable, realistic, time-bound, inclusive, and equitable) to help achieve these goals.
 - 3) Action steps, for each objective, will identify who will lead the work, what resources are needed, the timeline for completion of work, and how progress will be monitored.
 - b. Annual SWAP goals will consider all eight areas of wellness: spiritual, intellectual, physical, environmental, financial, social, occupational, and emotional.
- C. Each site will receive annual funds designated to support wellness activities. Wellness Ambassadors will utilize funds with support from Site Leads, as necessary.
 - a. Fund requests will require approval from Director prior to making purchases.
- D. Employee Assistance Program
 - a. All NeighborImpact employees will have access to Employee Assistance Program through Canopy.
 - b. Resources available include:
 - 1) Personal counseling
 - 2) Resources for life (i.e. eldercare, childcare, identity theft etc.)
 - 3) Legal consultations/mediation
 - 4) Financial coaching
 - 5) Homeownership program
 - 6) Life coaching
 - 7) Pet parent resources
 - 8) Wellbeing tools (fertility support, online legal tools, gym membership discounts etc.)
 - 9) Canopy member site access

10) LifeBalance program access