



1/7/2016

Dear Mentee,

For those of you who participated in the 2015 Workplace Wellness Certification process, we thank you and hope this mentor/mentee relationship will prove beneficial for you. For those of you who did not have the opportunity to participate in the 2015 Workplace Wellness Certification process, we encourage you to build a relationship with your mentor organization as you build, better, or re-create your workplace wellness program. The Healthy KC Workplace Wellness Action Team encourages you to re-submit or submit applications for the 2016 Workplace Wellness Certification and looks forward to seeing your progress towards making Kansas City a healthier place to work.

Please follow the steps in this guide to help you connect with and work with a mentor organization.

Sincerely,

The Healthy KC Workplace Wellness Action Team



Workplace Wellness Certification

Mentor/Mentee Guide

This Mentor/Mentee guide is for all employers who have achieved or wish to achieve Healthy KC Workplace Wellness Certification.

Gold level certified Workplace Wellness Companies have volunteered to serve as mentors for employers who are interested in learning more about worksite wellness practices. It is the hopes that these mentors will aid in the development and betterment of employers who wish to grow and further advance their workplace wellness practices to achieve a higher level of Healthy KC Certification.

Background

The Healthy KC Workplace Wellness Action Team was posed with the task of creating a regional workplace health and wellness certification program that recognizes area organizations for innovation and excellence in promoting a culture of health in the workplace.

The objective – *“to build a well-designed, well-executed and sustainable certification framework to drive engagement from KC Metro area employers in workplace wellness”* and its guiding principles – *“that the program would be accessible to organizations of all sizes, create sustainable wellness outcomes, and include positive recognition for employers”*.

The Application

The Workplace Wellness Certification is based on 4 pillars: 1) nutrition, 2) physical fitness, 3) tobacco, and 4) mindfulness/whole person. Criteria have been established under each pillar:

- 1) Leadership and policies
- 2) Resources
- 3) Engagement tools, and
- 4) Measurements and outcomes.

Steps:

1. Contact one of the mentors listed on the Chamber of Commerce Website <http://www.kcchamber.com/>

You will see of list of volunteer facilitators to ask questions regarding some of the mentors to consider visiting with. These include:

Lindsay Santee
Lindsay@vprpop.com
816-804-2285

Adam Rossbach, Mosaic Life
Adam.rossbach@mymlc.com
816.569.1866

Kristie Arthur
Arthur@saintjoseph.com
816-390-7272

Jack Bastable
jbastable@CBIZ.com
913.530. 6044

Kathy Aken
akenkathy@gmail.com;
816-820-3729

2. Schedule a time for face to face visit
3. When meeting, use the Mentor/Mentee Discussion Guide to facilitate conversation
4. After meeting with your mentor, notify your Healthy KC Mentor/Mentee Facilitator
5. The facilitator will notify the KC Chamber that a meeting has taken place and the mentee will be given an electronic feedback form.

A. Name of Mentor Employer you met with _____

B. Did you find your meeting with a Mentor it beneficial?
Yes Very good Good Fair Poor No

C. Which areas did you learn about that you plan to take action in?
Nutrition
Physical Activity
Tobacco Cessation
Whole Person/Mindfulness

D. Are planning to apply for Healthy KC Workplace Wellness certification again this year?

E. other comments _____



Mentor Organizations

Organization	Contact Person	Contact Title	Contact Email
DST Systems	Kim McManus	Health Promotion Manager	KMcManus@dstsystems.com
Nabholz	Jayne Mayo	Wellness Director	jayne.mayo@nabholz.com
CBIZ	Jack Bastable	Innovation and Employee Engagement and Performance	jbastable@cbiz.com
Pro Athlete	Chris Hawkins	Corporate Fitness Coordinator	chawkins@beapro.com
Center School District	Michelle Kruse	RDN, LD	mkruse@centerk12.mo.uc
JE Dunn	Stephen Best	VP, Director of Comp. & Benefits	steve.best@jedunn.com
Global Prairie	Amie Hankel	Health & Wellness Manager	amie.hankel@global-prairie.com
Mosaic life Care	Jessica Hagey	RD, LD, Health Improvement Team Leader	adam.rossbach@mymlc.com

Mentor/Mentee Meeting Discussion Guide

When meeting as a mentor or mentee use the question within this Certification Survey set as a discussion guide to learn about what went into developing each area that led to being able to answer yes to the questions

Part 1: Pillar of Health - Nutrition
<p>Affirmation: Please affirm that your organization meets at least one of the three requirements below. If you cannot check at least one of the three boxes below, you may proceed to the next Pillar of Health.</p>
<ul style="list-style-type: none"><input type="checkbox"/> We designated a Nutrition Champion who coordinates our organization’s nutritional health effort<input type="checkbox"/> We have programs and/or initiatives in place to promote and encourage <u>healthy food choices</u>. The programs and/or initiatives are designed to make it easier for our employees to maintain healthy eating habits inside and outside of the workplace.<input type="checkbox"/> We integrate and support healthy eating habits in our company culture.
<ul style="list-style-type: none"><input type="checkbox"/> We have an organizational Nutrition policy.<input type="checkbox"/> We offer healthy food and beverage options for company meetings.<input type="checkbox"/> We offer at least one healthy food option in our cafeteria(s), vending machine(s), common area(s), and/or break room(s).<input type="checkbox"/> We consult and contract with food services vendors on healthy food choices and provide nutritional information and education to our employees.<input type="checkbox"/> We subsidize healthy food selections and less nutritious options are charged at higher rates in our cafeteria(s).<input type="checkbox"/> We post signs in the kitchen, cafeteria or break/common areas, which encourage employees to make healthier decisions when snacking or eating meals.<input type="checkbox"/> We regularly send out healthy eating communication to educate and guide employees and their families on the importance of good nutrition.<input type="checkbox"/> Other initiatives we offer in this area are:
<ul style="list-style-type: none"><input type="checkbox"/> We offer a website/intranet with information and resources on healthy food choices.<input type="checkbox"/> We offer and sponsor nutritional education programs and counseling services for our employees.<input type="checkbox"/> We offer employee resources and other educational materials focused on healthy nutritional

choices.

- We have incentive programs in place for participation in health risk assessments and other nutritional education programs.
- We host on-site Lunch and Learn workshops or on-site seminars featuring nutrition specialists.

- We educate and engage our employees on healthy eating/cooking techniques through speakers, webinars, or other communications.
- We regularly distribute newsletters or other communications to educate, engage and inform employees on the benefit of good nutritional choices.
- We clearly distinguish healthy food options with a healthy logo in vending machines and cafeteria to encourage healthy food and beverage choices.
- We encourage and promote “healthy potluck eat-in days” where employees bring a healthy dish to share with coworkers for lunch
- We have incentive programs in place to encourage employees to participate in weight control and/or healthy eating programs, health risk assessments and screenings, nutritional promotion programming, and other health-related seminars.

- We have a clear goal to promote nutrition among our employees.
- We measure employee participation in nutritional health efforts using a method that is inclusive and objective.
- We evaluate engagement tools, leadership and policies, and resources available through an annual review process.
- We make changes to improve based on the annual review findings (i.e. additional programs are offered, subsidized by the company, etc.).
- Other initiatives we offer in this area are:

Part 2: Pillar of Health - Physical Activity

Affirmation: Please affirm that your organization meets at least one of the three requirements below. **If you cannot check at least one of the three boxes below, you may proceed to the next Pillar of Health.** .

- We designated a Physical Activity Champion (individual) who coordinates physical activity efforts for our organization.
- We have programs and/or initiatives in place to promote and encourage physical activity. The programs and/or initiatives are designed to make it easier for our employees to participate in physical activity inside and outside of the workplace.
- Our company culture integrates and supports physical activity.

Leadership and Policies (Mark "X" for all that apply)

- We have a workplace physical activity policy.
- We allow time for physical activity during the work day (www.health.gov for Physical Activity Guidelines- PAG's).
- We educate our employees and promote the value of physical activity in their lives.
- We support and encourage physical activity outside of the workplace.

- We offer wellness coaches/trainers to help employees with exercise.
- We offer access to websites, books, blogs and other resources that help educate and promote physical activity.
- We offer/promote walking programs.
- We offer discounts for gym memberships.
- We provide discounts/subsidies for entry fees for events encouraging physical activity.
- We offer discounts/subsidies for attendance at classes that teach and support physical activity.
- We offer a dedicated space for physical activity at our worksite(s).
- Other initiatives that meet this criteria (please describe):

- We offer education/seminars on physical activity, movement and exercise.
- We promote walking/standing meetings.
- We promote the use of stairs during and outside of the workday.

- We create and support team/individual competitions that encourage physical activity.
- We support and encourage active warm-ups prior to shifts and stretching breaks during the workday.

- We have a clear goal to promote physical activity among our employees.
- We measure employee participation in physical activity efforts using a method that is inclusive and objective.
- We evaluate engagement tools, leadership and policies, and resources available through an annual review process.
- We make changes to improve based on the annual review findings (i.e. additional programs are offered, subsidized by the company, etc.).
- Other initiatives we offer include:

Part 3: Pillar of Health – Tobacco Cessation

“Tobacco”, as that term is used in this application, shall be deemed to include cigarettes, cigars, pipes, chew, snuff, twist and any similar products as well as e-cigarettes and other forms of alternative nicotine delivery systems and similar products, excluding FDA approved forms of nicotine replacement.

Affirmation: Please affirm that your organization meets at least one of the three requirements below. **If you cannot check at least one of the three boxes below, you may proceed to the next Pillar of Health. .**

- We have designated a Tobacco Cessation Champion who coordinates our efforts within this Pillar of Health.
- We have programs and/or initiatives in place that are designed to make it easier for our employees to maintain tobacco-free habits inside and outside of the workplace.
- Our organizational culture integrates and supports tobacco-free habits.

- We have a workplace tobacco policy.
- Our employees are prohibited from using tobacco products inside our workplace.
- Our contractors, subcontractors, clients, patients, visitors, and other non-employees are prohibited from using tobacco products in our workplace.
- Our visitors are informed of the rules regarding our tobacco policy when they arrive at company property.

- We have a formal policy for spotting and reporting violations of our tobacco policy.
- Our tobacco policy applies to all workplace areas and company property (e.g., owned property, leased facilities, company vehicles, parking lots, parking decks, construction areas).
- Other initiatives we offer include:

- We offer written information to employees about tobacco cessation.
 - [Click here for more information about tobacco cessation information.](#)
- We offer tobacco cessation support programs for employees.
 - [Click here for more information about tobacco cessation support programs.](#)
- We offer tobacco cessation support programs for family members of employees.
- Tobacco cessation interventions, such as Nicotine Replacement Therapy, are included in health insurance plans offered to our employees (note: e-cigarettes are *not* considered a form of Nicotine Replacement Therapy).
 - [Click here to learn more about tobacco cessation interventions.](#)
- We reimburse employees for *a portion* of the cost of tobacco cessation programs OR cover *a portion* of the cost of the program up-front.
- We reimburse employees for *all* of the cost of tobacco cessation programs OR cover the *full* cost of the program up-front.

- We communicate our tobacco policy to employees at their new employee orientation.
- We provide employees with an overview of tobacco cessation benefits and programs at their new employee orientation.
- We educate employees regarding the benefits of tobacco cessation and send reminders of the tobacco cessation benefits and programs offered to them at least annually.

- We have a clear goal to reduce the number of employees who use tobacco.
- We measure employee participation in nutritional health efforts using a method that is inclusive and objective.
- We evaluate engagement tools, leadership and policies, and resources available through an annual review process.
- We make changes to improve based on the annual review findings (i.e. additional programs are offered, subsidized by the company, etc.).

- Other initiatives we offer include:

Part 4: Pillar of Health - The Whole Person/Mindfulness

Affirmation: Please affirm that your organization meets at least one of the three requirements below. **If you cannot check at least one of the three boxes below, you may proceed to the next Pillar of Health.**

- We have designated a Whole Person Champion (or other title) who coordinates the efforts for this Pillar of Health.
 - We have programs and/or initiatives in place to promote and encourage the wellbeing of the whole person. The programs and/or initiatives are designed to make it easier for our employees to maintain a balance of wellbeing both personally and professionally.
 - Our company culture integrates and supports healthy, balanced, wellbeing practices and/or other habits.
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- We have a policy in our workplace that addresses mindfulness and the “whole person”.
 - For a sample Whole Person/Mindfulness policy – [click here](#).
 - We recognize that there are several dimensions that contribute to a person’s wellbeing. The following are examples of dimensions that may be included:
 - Purpose:** Having a positive spirit and values which are manifested through enjoying what you do each day and being motivated to achieve your goals.
 - Social:** Having supportive relationships and love in your life.
 - Emotional:** Developing skills of resilience for daily recovery and life challenges.
 - Financial:** Managing your economic life to reduce stress and increase security
 - Community:** Responsibility and awareness for the areas in which we live; a sense of safety, pride in your community and philanthropic work.
 - Mental:** The desire to learn new concepts, improve personal skills and seek challenges in the quest to follow personal values.
 - Physical:** Maintaining a healthy quality of life to allow us to get through daily activities without fatigue or physical stress and have energy which allows us to get things done.
 - We have a company mission statement that is periodically reviewed or revised and emphasized with employees.
 - We encourage and provide opportunities for employees to participate in community events and philanthropic organizations.
 - We have a wellness committee or organizational wellness ambassadors to help promote and engage fellow employees in opportunities and offerings.
 - We hold managers accountable for the engagement of their team members and encourage and provide opportunities to socialize during the work day and build a sense of community and camaraderie in the workplace.
 - We provide education, coaching, counseling and skill building opportunities for multiple dimensions of wellbeing

- We provide and/or contribute to a 401(K) or other retirement savings plan.
- We provide and/or contribute to a medical insurance plan with a Health Saving Account.
- We provide educational resources to support our employees' wellbeing (i.e. online web based portal, EAP, contracted services, onsite offerings, etc.).
- We provide access to behavioral health resources, counseling and/or coaching for building resilience and dealing with personal crisis when needed.
- We encourage and/or provide a space at the workplace for employees to use for practicing mindfulness skill building techniques, or other stress reduction methods, such as meditation or yoga.
- We make resources available to our employees' spouses and dependents related to wellbeing.

- We have a collaborative work environment in which the work space(s) are designed to allow for social connections to encourage partnership and/or we evaluate workstations to support better productivity.
- We have a professional development training program for our employees.
- We support the opportunity for flexible work hours and schedules and/or encourage digital detox timeframes with business technology to allow for personal and professional renewal of employee (no emails, calls, texts, etc.).
- We promote employee appreciation practices within the organization (such as thank you notes for colleagues, sharing gratitude for others, hosting positive psychological trainings, etc.).
- We offer a mentorship/sponsorship program for leaders at all levels to participate.
- Other initiatives that meet this criteria (please describe):