



## RRDSB Staff Wellness Plan

Priority	Goal	Target	Action(s)	Date(s)	Responsibility	Measurement	Reporting
Workplace Culture & Individual Healthy Lifestyles	To have 100% of our employees aware of EFAP and what it offers	All RRDSB employees	<ul style="list-style-type: none"> <li>Update Board website to increase prominence of EFAP</li> <li>Create and distribute new EFAP posters</li> <li>Create bulletin boards promoting staff well-being within each work site</li> <li>Schedule presentations at staff meetings via videoconference and follow-up staff meetings on well-being</li> </ul>	<p>By May 2017</p> <p>By Oct. 2017 and ongoing</p>	<ul style="list-style-type: none"> <li>RRDSB IT Department</li> <li>EFAP Provider, Human Resources Department, and Community Outreach Coordinator</li> <li>Principals</li> </ul>	<ul style="list-style-type: none"> <li>Staff survey – Fall 2017</li> <li>EFAP usage rates (Sept. – Dec. 2017)</li> <li>HR communication to all occasional staff letting them know about EFAP</li> <li>Well-Being bulletin boards within each work site</li> <li>Staff Well-Being page on Board site with monitoring on site activity</li> <li>Staff meetings occur, including all employees within each work site, wherever possible</li> </ul>	Committee – review data, sharing results with employees through webpage
Individual Healthy Lifestyles	To promote individual healthy lifestyles for all employees	100% of permanent employees	<ul style="list-style-type: none"> <li>Provide one time funding to support the purchase of a gym membership, a Board-purchased Fitbit, OR other equipment/resource that supports a healthy lifestyle</li> <li>Create an application form to track purchases and to collect success stories/feedback</li> </ul>	Staff to apply for funding or for Fitbit by June 23, 2017	<ul style="list-style-type: none"> <li>Finance Dept./IT Dept. – manage applications and procure Fitbits</li> <li>Application form for funding promoted by Community Outreach Officer</li> <li>Adjudication Sub-Committee (3-4 Committee members to adjudicate)</li> </ul>	<ul style="list-style-type: none"> <li>Track through the number of applications forms and feedback provided through the forms</li> </ul>	<ul style="list-style-type: none"> <li>Share success stories through employee bulletin boards, webpage, and other staff communication (e.g., #BeWellTogether)</li> </ul>
Individual Healthy Lifestyles & Workplace Culture	Promote staff well-being by providing resources	All RRDSB permanent employees	<ul style="list-style-type: none"> <li>Create employee wellness webpage</li> <li>Create staff wellness bulletin boards within each work site</li> </ul>	By the end of June 2017	<ul style="list-style-type: none"> <li>IT Department</li> <li>Mental Health Champions/Well-Being Committee members to populate the bulletin boards</li> </ul>	<ul style="list-style-type: none"> <li>All work sites have a wellness bulletin board</li> <li>Webpage created</li> </ul>	<ul style="list-style-type: none"> <li>Wellness boards in each work site</li> <li>Wellness webpage on the Board site, connected through the Portal</li> </ul>