

# **SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## ADMINISTRATIVE POLICY

**NUMBER: BA144**

**NAME: WELLNESS POLICY**

INITIAL APPROVAL DATE: 9/25/2018 BY: Administrative Committee

(LAST) REVISION DATE: 07/14/2022 BY: HR Manager

(LAST) REVIEW DATE: 05/25/2023 BY: Policy Committee

DISCONTINUED DATE: NA REPLACED BY: NA

### **I. PURPOSE**

Sanilac CMH has adopted this policy on Wellness to support the five dimensions of wellbeing: career, financial, community, physical, and social/emotional for CMH employees.

### **II. APPLICATION**

Populations: CMH Employees

Programs: N/A

### **III. POLICY**

Sanilac County Community Mental Health Authority has adopted this Wellness policy to support the various areas of wellbeing. Administration understands that the whole person comes to work every day and each employee's wellbeing influences individual and organizational performance. The plan will assist with engagement of staff and wellbeing and aide in building a culture that supports the behaviors leading to a healthy and engaged workforce and supports employer value proposition. This will lead to an engaged and thriving workforce that is more likely to recover quicker, have fewer health problems, be less stressed, be agile and resilient, increase morale, reduce turnover and participate in workplace wellness efforts.

### **IV. DEFINITIONS**

Employees: Contract 1099, Union, Substitute/On-call, Supervisory, Recipient Rights Officer, Executive Administrative Assistant, Human Resources Manager and Officer Staff.

### **V. STANDARDS**

- The program/plan has the focus to enhance staff mental and physical health, increase productivity, retention and improve morale as well as increase community involvement.
- This plan includes input from an annual staff survey to include soft measures.
- The wellness committee will have an annual plan that involves various programs and incentives.
- The proposed plan will be published and start on October 1<sup>st</sup> each year.
- Wellness points will be collected throughout the year and end in August. The chosen incentives will be approved in September, before fiscal year end.

### **VI. ENFORCEMENT**

The Wellness Committee along with the HR Manager is responsible for administering this plan/policy.

### **VII. ATTACHMENTS**

### **VIII. REFERENCES**

See Wellness Calendar, Incentives, and Tally/Point Sheet on the web page under the Wellness tab.