

# TAKING ACTION

## Taking Action to Improve School Employee Wellness



As you consider components to include in your school or district employee wellness initiative, begin by gathering input (through surveys, listening sessions, etc.) from all employees about their interests and needs. Also gather health data for all employees and collect local community health needs assessment data to tailor your initiative to meet the health interests and needs of employees. (See → *Engaging Key Partners for School Employee Wellness* for how to obtain this information.) Be purposeful in engaging racial and ethnic minority groups and those who experience health inequities. For guidance, see the CDC's Health Equity Guiding Principles for Inclusive Communication.

Focus on including activities that appeal to a wide range of employees and consider whether the activities are attainable for all levels of physical abilities, employee shifts, cultural practices, and financial circumstances. Where possible, provide accommodations so all employees can participate and include strategies to recruit employees that normally would not participate. (See Communication Chart.)

It is also important for employee wellness initiatives to include a variety of activities. Some activities will focus on building larger intrinsic motivators, such as involvement in decision-making, adequate compensation, a feeling of importance in personal work, recognition for one's contribution, or a degree of autonomy. Other activities provide support for comfortable workspaces, facilitating social connections, professional development opportunities, and employee recognition.

Employee wellness activities are organized into these areas:

- Employee Wellness Policies
- Communication
- Preventive Services/Health Care/Benefits
- Social-Emotional Health and Stress
- Nutrition and Healthy Eating
- Physical Activity/Movement
- Financial Wellness
- Built Environment
- Employee Recognition

These activities are low cost and easy to implement. They include a variety of partners, appeal to a range of interests/needs, and seek to be inclusive. Work with your school employee wellness team to find the best approach for your district/school. Remember that building a sustainable employee wellness initiative takes time. It's ok to start small and build over time.

*Note: Not all employees have access to technology, and materials may need to be adapted and translated.*

→ Visit the document with this title in this series of fact sheets.



## EMPLOYEE WELLNESS POLICIES

School policies determine school environments. Effective wellness policies that support collaboration, implementation, and evaluation lay the foundation for healthy school environments.<sup>2</sup>

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Implement a healthy food policy for all foods and beverages sold on campus.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>Nutrition staff</li> <li>Parents</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Healthy Eating at Work Food Policy Toolkit</a></li> <li><a href="#">Healthy Vending Machine Initiatives in State Facilities</a></li> </ul>
<ul style="list-style-type: none"> <li>Implement a policy for healthy staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>SEW team</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Work Well NC</a></li> <li><a href="#">National Alliance for Nutrition and Activity Meeting Guidance</a></li> </ul>
<ul style="list-style-type: none"> <li>Implement a breastfeeding policy that includes space and time.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> <li>Parents</li> <li>Local health department</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Breastfeeding State Laws   NCSL</a></li> <li><a href="#">Federal Guidelines and Best Practices for Breastfeeding at Work</a></li> <li><a href="#">What Employers Need to Know About Breastfeeding</a></li> <li><a href="#">Break Time for Nursing Mothers</a></li> </ul>
<ul style="list-style-type: none"> <li>Implement a policy allowing time during the contracted workday for employees to be physically active or have mental health breaks.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> <li>Physical education teachers</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Move More Workbook   Work Well NC</a> (See page 26 for workout room suggestions and page 13 for policy recommendations)</li> <li><a href="#">Physical Activity Breaks for the Workplace: Resource Guide</a></li> </ul>
<ul style="list-style-type: none"> <li>Implement a movement-friendly dress code policy.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> </ul>	<ul style="list-style-type: none"> <li>Allows employees to dress comfortably at work and participate in activities</li> <li>Maintains standards of cleanliness and professionalism</li> </ul>
<ul style="list-style-type: none"> <li>Implement a district-wide tobacco-free policy for all areas of the school district/campus.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> <li>American Cancer Society</li> <li>American Lung Association</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Commercial Tobacco-Free K-12 School Model Policy 2019</a> <ul style="list-style-type: none"> <li><a href="#">Tobacco-Free District Model Policy: Model Policy, Administrative Rules, and Student Code of Conduct Language</a></li> </ul> <p><i>Note: You will need to create a free account for this resource</i></p> </li> </ul>



## COMMUNICATION

One of the most important aspects of an action plan—and of any well-being program—is frequent and effective communication. Employees need to know what the well-being program is all about, what offerings are available to them, and how they can make the most of it. Some may also need to be reminded to participate and why it's important.<sup>4</sup>

Communication methods should be inclusive and respectful. For guidance, see the CDC's [Health Equity Guiding Principles for Inclusive Communication](#).

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Create an employee wellness group using social media.</li> </ul>	<ul style="list-style-type: none"> <li>SEW team</li> <li>Technology staff</li> <li>Administrative staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">How to Create Facebook Groups</a></li> <li><a href="#">Employee Wellness Facebook Group   Washington County Public Schools</a></li> </ul>
<ul style="list-style-type: none"> <li>Create a crowdsourced district- or school-level annual wellness calendar by providing employees access to social media tools to create their own groups based on interests (e.g., healthy recipe-sharing club, lunchtime walking group, softball team).</li> </ul>	<ul style="list-style-type: none"> <li>SEW team</li> <li>Technology staff</li> <li>Administrative staff</li> <li>All Employees</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">The Events Calendar</a></li> </ul>
<ul style="list-style-type: none"> <li>Use an app to promote personal wellness.</li> </ul>	<ul style="list-style-type: none"> <li>SEW team</li> <li>Technology staff</li> <li>School nurse</li> <li>School-based mental health staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">10 Best Employee Wellness Platforms for Employee Health &amp; Well-Being   People Managing People</a></li> </ul>
<ul style="list-style-type: none"> <li>Develop a district- or schoolwide calendar that includes employee wellness activities.</li> </ul>	<ul style="list-style-type: none"> <li>SEW team</li> <li>Administrative staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Monthly Wellness Observances Calendar</a></li> </ul> <p><b>Example:</b> Appropriate for students and employees  <a href="#">Oakland Unified School District - Monthly Wellness Calendar</a></p>
<ul style="list-style-type: none"> <li>Create an employee wellness bulletin board that is updated monthly.</li> </ul>	<ul style="list-style-type: none"> <li>SEW team</li> <li>Nutrition staff</li> <li>Physical education teacher</li> <li>Administrative staff</li> <li>Parent volunteers</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Move More Workbook   Work Well NC</a> (See page 22)</li> </ul>
<ul style="list-style-type: none"> <li>Dedicate a section of the district/school newsletter to employee wellness.</li> <li>Highlight information about physical activity, nutrition, etc.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>SEW team</li> <li>Parent volunteers</li> </ul>	<p><b>Example:</b> Setup <b>Google Alerts</b> for “fitness,” “nutrition,” “wellness education” and select “only the best results.” Compile articles into one email and send out for employees to enjoy or include in the newsletter</p>
<ul style="list-style-type: none"> <li>Promote a positive workplace climate with a focus on diversity and inclusive practices.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Structural Supports to Promote Teacher Well-Being   EdResearch for Recovery</a></li> </ul>
<ul style="list-style-type: none"> <li>Encourage school employees as stakeholders in all school improvement and planning processes.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Structural Supports to Promote Teacher Well-Being   EdResearch for Recovery</a></li> </ul>
<ul style="list-style-type: none"> <li>Convene listening sessions and invite employees in all roles to talk about their experience of working in the district/school setting.</li> <li>Use the information gained to inform all planning processes.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> <li>School-based mental health staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Considerations to Make When Conducting Employee Listening Sessions</a></li> </ul> <p><b>Example:</b> <a href="#">Washington County Public Schools Announces Superintendent Listening Sessions</a></p>

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Recruit local businesses to adopt a school and donate supplies, facilities, healthy meals, and other services.</li> <li>Draw in local businesses to help reward employees.</li> <li>Learn what employees want or need and approach businesses about providing those things.</li> </ul>	<ul style="list-style-type: none"> <li>Parents</li> <li>Students</li> <li>Local businesses</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Employee Perks for School Employees</a> (See Item 4)</li> </ul>

## PREVENTIVE SERVICES/HEALTH CARE/BENEFITS

Strong benefit design is a cornerstone of employee wellness initiatives. Comprehensive benefits let employees access the services needed to support their health and enable work-life balance. Programs to support employee awareness and understanding of the benefits available to them are also key.<sup>5</sup>

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Plan an employee health fair that includes on-site health assessments/screenings for body mass index, blood pressure, cholesterol, diabetes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Local health department</li> <li>Local hospital</li> <li>Insurance provider</li> </ul>	<ul style="list-style-type: none"> <li>Check with your benefits providers for resources and coverage information</li> <li><a href="#">Guide for Planning a Health Fair</a></li> </ul> <p><b>Example:</b> <a href="#">Montgomery County Public Schools, MD Schools BioMetric Screening Offerings</a></p>
<ul style="list-style-type: none"> <li>Provide on-site flu shots and immunizations.</li> </ul>	<ul style="list-style-type: none"> <li>Local health department</li> </ul>	<ul style="list-style-type: none"> <li>Check with your benefits providers for resources and coverage information</li> </ul> <p><b>Example:</b> <a href="#">Flu Facts Flier</a></p>
<ul style="list-style-type: none"> <li>Provide on-site cancer screenings.</li> </ul>	<ul style="list-style-type: none"> <li>Local health department</li> <li>Local hospital</li> <li>Voluntary health organizations</li> </ul>	<ul style="list-style-type: none"> <li>Check with your benefits providers for resources and coverage information</li> <li><a href="#">Guide for Planning a Health Fair</a></li> </ul>
<ul style="list-style-type: none"> <li>Foster mental health by providing resources for education and awareness.</li> </ul>	<ul style="list-style-type: none"> <li>School nurse</li> <li>School-based mental health staff</li> <li>Insurance provider</li> </ul>	<ul style="list-style-type: none"> <li>Check with your benefits providers for resources and coverage information</li> <li><a href="#">Mental Health   CDC</a></li> </ul>
<ul style="list-style-type: none"> <li>Provide resources for support in quitting tobacco.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance provider</li> <li>American Cancer Society</li> <li>American Lung Association</li> <li>Local health department</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">1-800-QUIT-NOW (1-800-784-8669)</a> for free coaching, materials, and referrals to local resources</li> <li>Spanish: <a href="#">1-855-DEJELO-YA (1-855-335-3569)</a></li> <li>Mandarin and Cantonese: <a href="#">1-800-838-8917</a></li> <li>Korean: <a href="#">1-800-556-5564</a></li> <li>Vietnamese: <a href="#">1-800-778-8440</a></li> <li><a href="#">www.smokefree.gov</a> provides tailored resources for women, veterans, teens, Spanish speakers, and people over 60 years old</li> <li><a href="#">Smoke-Free Text Messaging Programs</a> providing 24/7 encouragement, advice, and tips for becoming smoke-free and healthier</li> <li>The <a href="#">quitSTART app</a>, a free smartphone app that helps you quit smoking with tailored tips, inspiration, and challenges</li> </ul>
<ul style="list-style-type: none"> <li>Offer classes on navigating insurance and benefits.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance provider</li> <li>Benefits/human resources</li> </ul>	<ul style="list-style-type: none"> <li>Check with your benefits providers for resources</li> </ul>
<ul style="list-style-type: none"> <li>Offer an employee assistance program (EAP).</li> <li>Implement an awareness campaign to educate employees on how to access services.</li> </ul>	<ul style="list-style-type: none"> <li>Benefits/human resources</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Provide Support   SAMHSA</a></li> </ul>



## EMOTIONAL WELL-BEING HEALTH AND STRESS

Teaching is one of the most stressful occupations in the country, but introducing organizational and individual interventions can help minimize the negative effects of teacher stress.<sup>6</sup>

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Create safe and inviting employee lounges (Zen dens).</li> </ul>	<ul style="list-style-type: none"> <li>Parents organization (PTA)</li> <li>School leaders (including school board)</li> <li>Administrative staff</li> <li>School employees</li> <li>Local businesses</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Healthier Break Room</a></li> </ul>
<ul style="list-style-type: none"> <li>Provide employees two daily 15-minute breaks for self-care.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> <li>Parents organization (PTA)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Teachers and Break Times</a></li> </ul> <p><b>Example:</b> <a href="#">California ABC Federation Teacher Master Contract</a> (See Page 15, Item 7)</p>
<ul style="list-style-type: none"> <li>Subsidize personal development books, seminars, and training courses by offering a flat or percentage-based subsidy.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> </ul>	<ul style="list-style-type: none"> <li>Many companies offer school employees discounts</li> </ul> <p><b>Example:</b> <a href="#">Barnes and Noble -Educators</a> provides up to 25% off books.</p>
<ul style="list-style-type: none"> <li>Provide professional development on social-emotional skills, stress management, mindfulness, and resiliency.</li> <li>Include the development of employee self-care action plans.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>School nurse</li> <li>School-based mental health staff</li> <li>Local mental health professionals</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Strengthening Adult SEL &amp; Cultural Competence   CASEL District Resource Center</a></li> <li><a href="#">SEL for Educators Toolkit   Transforming Education</a></li> <li><a href="#">CASEL'S SEL Framework   CASEL</a></li> <li><a href="#">Mental Health/Trauma Modules</a></li> <li><a href="#">Compassion Resilience Toolkit</a></li> <li><a href="#">Filling Your Cup: Comprehensive Self-Care Strategies Curriculum</a></li> </ul> <p><i>Note: You will need to create a free account for this resource</i></p> <ul style="list-style-type: none"> <li><a href="#">CDC's How Right Now</a></li> <li><a href="#">Weekly Stress-Management Emails—English/Spanish</a></li> <li><a href="#">Mindfulness for Educators: A Guide to Practicing and Facilitating Mindfulness</a></li> </ul>



## NUTRITION AND HEALTHY EATING

Nutrition and healthy-eating activities also provide an opportunity for employees to socialize, which not only supports mental health but a sense of camaraderie and trust between colleagues. Hold events like healthy potlucks, team sports, and informal healthy breaks. Social connections are essential for employee health. A landmark study showed that a lack of social connection is a greater detriment to health than obesity, smoking, and high blood pressure.<sup>7</sup>

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Provide access to safe drinking water.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> <li>Building maintenance</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Healthy Schools: Water Access   CDC</a></li> <li><a href="#">Drinking Water Fact Sheets</a></li> <li><a href="#">EPA Water Resources</a></li> </ul> <p><b>Example:</b> <a href="#">Case Study El Cerrito High School</a></p>
<ul style="list-style-type: none"> <li>Hire/recruit a chef who specializes in easy, healthy cooking to run a cook-along demonstration.</li> </ul>	<ul style="list-style-type: none"> <li>Parents</li> <li>Local businesses (e.g., supermarket, chef, restaurant)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Hire A Chef</a></li> </ul>
<ul style="list-style-type: none"> <li>Hold healthy potlucks.</li> </ul>	<ul style="list-style-type: none"> <li>SEW team</li> <li>Nutrition staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Healthy Potluck Sign-up</a></li> </ul> <p><i>Note: You will need to create a free account for this resource</i></p>
<ul style="list-style-type: none"> <li>Create a healthy office cookbook (online or printable).</li> <li>Ask employees to share favorite healthy recipes, then compile the best ones into a collection to share via a downloadable document or a simple printed booklet.</li> <li>Cookbooks can be sold as a fundraiser for the SEW program.</li> </ul>	<ul style="list-style-type: none"> <li>SEW team</li> <li>Administrative staff</li> <li>Parents</li> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Create a Team Cookbook</a></li> </ul>
<ul style="list-style-type: none"> <li>Hold employee wellness challenges that focus on health behaviors (e.g., No Soda November, Steps Challenge, Fruit and Veggie Challenge, Hydration Challenge, Social Media Detox Challenge, Sleep Challenge).</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>SEW team</li> <li>Local businesses</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Worksite Challenges   Missouri Department of Health</a></li> </ul>
<ul style="list-style-type: none"> <li>Provide free or subsidized lifestyle coaching/counseling or self-management programs that equip employees with skills and motivation to set and meet their personal health goals.</li> <li>Educate employees about subsidies and discounts using multiple methods (e.g., newsletters, websites).</li> </ul>	<ul style="list-style-type: none"> <li>Human resources/benefits</li> <li>SEW team</li> <li>Local businesses</li> </ul>	<ul style="list-style-type: none"> <li>Check with your benefits providers for resources and benefits coverage.</li> <li><a href="#">National Diabetes Prevention Program</a></li> </ul> <p><b>Examples:</b> <a href="#">Employee Perks and Albuquerque Public Schools - Employee Discount Page</a></p>
<ul style="list-style-type: none"> <li>Sponsor an on-site farmers market.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>Parents</li> <li>Local businesses (e.g., farms, chambers of commerce)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">In-School Farmers Markets: Setting Up for Success</a></li> </ul>
<ul style="list-style-type: none"> <li>Create a school garden for employees.</li> </ul>	<ul style="list-style-type: none"> <li>Building maintenance</li> <li>School leadership</li> <li>Local businesses (e.g., farms, nurseries, garden clubs)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Starting a Garden   OEA Trust</a></li> </ul>

## PHYSICAL ACTIVITY/MOVEMENT

Survey employees to discover what type of physical activity/movement activities would interest them. Fitness challenges, exercise classes, and regular team activities help staff improve their individual fitness while building team unity. Offer a variety of activities, from activity breaks during staff meetings to ongoing opportunities such as a lunchtime or after-school walking club.<sup>8</sup>

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Mark indoor (hallway) and outdoor walking routes and/or fitness courses.</li> <li>Promote the use of stairwells.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>SEW team</li> <li>Physical education teachers</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Move More Workbook   Work Well NC</a> (See pages 19–20 and 58–61)</li> <li><a href="#">Stairwell Messages</a></li> </ul>
<ul style="list-style-type: none"> <li>Offer active workstations (e.g., standing desk, balance ball, wobble stool).</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>Human resources/benefits</li> <li>School nurse</li> <li>SEW team</li> <li>Local businesses</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Active Workstation</a></li> </ul>
<ul style="list-style-type: none"> <li>Hold “walk and talk” and “roll and talk” meetings.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>SEW team</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Move More Workbook   Work Well NC</a> (See pages 8–9)</li> </ul>
<ul style="list-style-type: none"> <li>Offer intramural sports teams (e.g., basketball, softball, pickleball) that are low cost and can be done in regular clothes and sneakers.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>SEW team</li> <li>Local businesses</li> <li>Parks &amp; recreation programs</li> <li>Physical education teacher</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">How to Start an Adult Sports League</a></li> </ul>
<ul style="list-style-type: none"> <li>Build in physical activity breaks during the school day (may include students).</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>SEW team</li> <li>Physical education teacher</li> <li>Local fitness centers</li> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Brain Breaks, Instant Recess, and Energizers   AFHK</a></li> </ul>
<ul style="list-style-type: none"> <li>Put up posters showing instructions for basic exercises and how to use exercise equipment around the facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Physical education teacher</li> <li>Building maintenance team</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Move More Workbook   Work Well NC</a> (See pages 30–49)</li> </ul> <p><b>Example:</b> <a href="#">Donation to Overhaul of Outdated Fitness Facility at High School</a> – School overhauls fitness facility for student and employee use.</p>
<ul style="list-style-type: none"> <li>Offer low-cost or discounted classes on location for employees.</li> </ul>	<ul style="list-style-type: none"> <li>Physical education teacher</li> <li>Local fitness centers</li> <li>Parks &amp; recreation programs</li> </ul>	<p><b>Example:</b> <a href="#">Albuquerque Public Schools - Employee Discount Page</a></p>

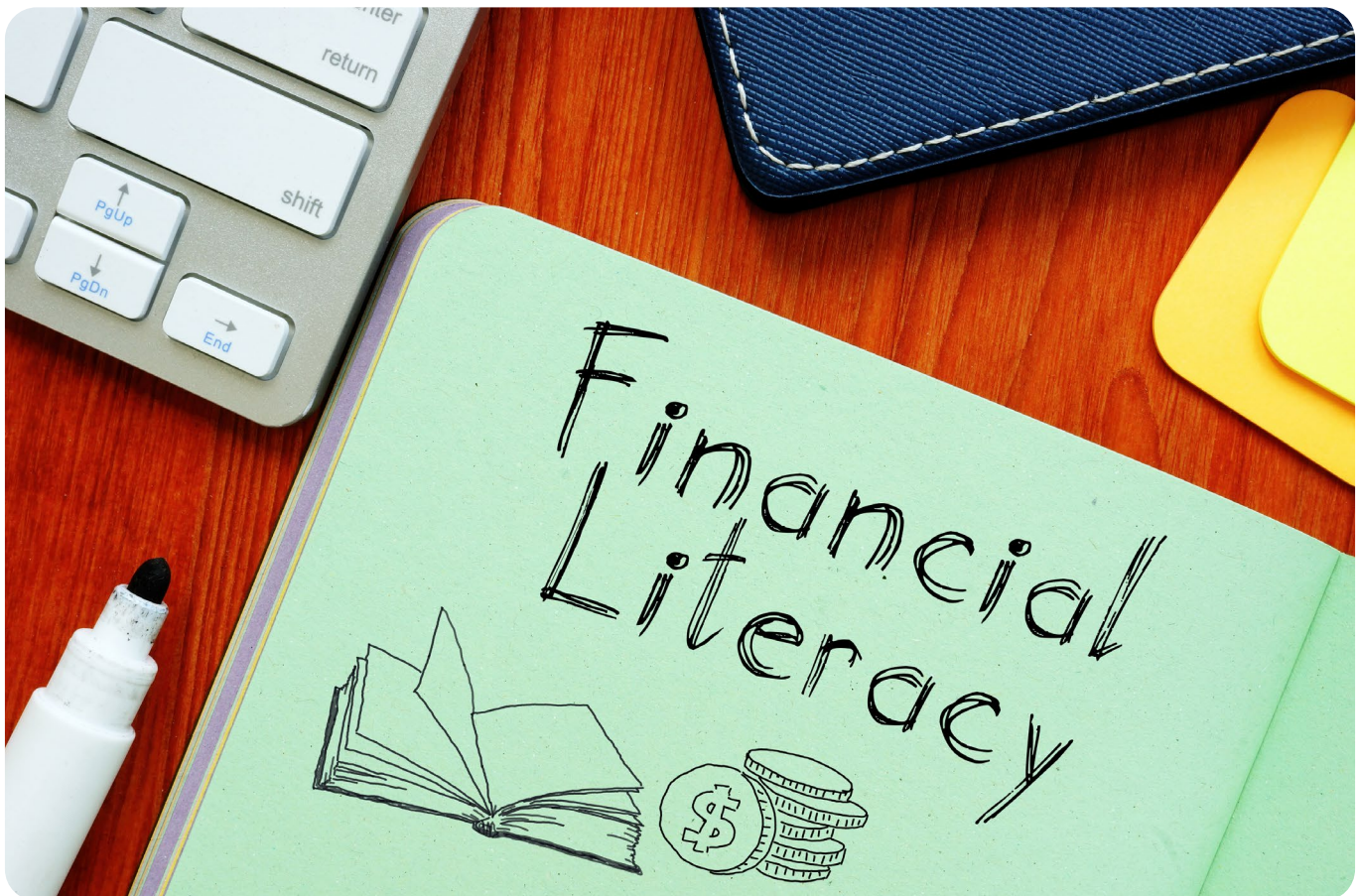




## FINANCIAL WELLNESS

Improving financial literacy can be a helpful way for employers to support the financial insecurities that many employees feel. Programs can help employers hold on to their staff. They can also boost productivity and cut health care costs because employees are less stressed personally.<sup>9</sup>

Activity	Potential Partners	Where to Learn More
<ul style="list-style-type: none"> <li>Offer financial literacy workshops that focus on savings, investment, retirement, and use of benefits.</li> <li>Consider a financial book club.</li> </ul>	<ul style="list-style-type: none"> <li>Human resources/benefits</li> <li>Local businesses (e.g., financial advisors, banks)</li> <li>Parents</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Benefits of Financial Literacy</a></li> </ul> <p><b>Example:</b> Everyday Money for Everyday People (Christensen, 2014), The Next Millionaire Next Door (Stanley &amp; Fallow, 2018), The Difference (Chatzky, 2009).</p> <p><b>Example:</b> <a href="#">Albuquerque Public Schools - Employee Webinars</a></p>
<ul style="list-style-type: none"> <li>Run a financial fitness campaign to encourage financial check-ups.</li> </ul> <p><i>Note: April is Financial Literacy Month</i></p>	<ul style="list-style-type: none"> <li>Human resources/benefits</li> <li>Local businesses (e.g., financial advisors, banks)</li> <li>Parents</li> </ul>	<ul style="list-style-type: none"> <li>Consider some of the following activities: <a href="#">Financial Literacy Month</a></li> <li>For individual financial check -ups: <a href="#">Financial Self-Exam</a></li> </ul>
<ul style="list-style-type: none"> <li>Provide a retirement savings plan with automatic enrollment and an employer contribution.</li> </ul>	<ul style="list-style-type: none"> <li>Human resources/benefits</li> </ul>	<ul style="list-style-type: none"> <li>Check with benefits providers for a summary of retirement benefits.</li> <li><a href="#">Retirement Planning Checklist (We are Teachers)</a></li> </ul> <p><b>Example:</b> Bring in a parent or local business volunteer with experience in financial and retirement planning.</p>
<ul style="list-style-type: none"> <li>Provide or subsidize career-planning classes to help employees learn new skills to grow in their positions (e.g., supervisory courses or management and teaching skills).</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>Human resources</li> <li>SEW team</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Online Professional Development for Educators</a></li> <li><a href="#">In-Demand Professional Development Opportunities: What Employees Really Want</a></li> </ul>



## SCHOOL ENVIRONMENT

A safe school environment protects staff and students from injury and illness. A clean, well-lit, and well-ventilated building also affects the productivity, attendance, performance, and morale of students and staff.<sup>10</sup>

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Institute an air quality management program.</li> <li>Install air purifiers in classrooms and other locations.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>Building maintenance</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Take Action to Improve Indoor Air Quality in Schools   U.S. EPA</a></li> </ul>
<ul style="list-style-type: none"> <li>Provide ergonomic assessments for employee workstations.</li> </ul>	<ul style="list-style-type: none"> <li>District human resources/benefits</li> <li>School nurse</li> <li>Local businesses</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Ergonomics and Musculoskeletal Disorders   NIOSH   CDC</a></li> </ul>
<ul style="list-style-type: none"> <li>Ensure proper lighting in schools.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>Building maintenance</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">An Overview of Design and Construction for a Healthy School Environment   Schools: Healthy Buildings   U.S. EPA</a></li> <li><a href="#">Healthy Buildings   Harvard T. H. Chan School of Public Health</a></li> </ul>
<ul style="list-style-type: none"> <li>Create a safe and supportive school environment for all.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>School resource officers</li> <li>Local law enforcement</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Resources to Create a Safer School</a></li> <li><a href="#">National Center on Safe Supportive Learning Environments</a></li> </ul>





## EMPLOYEE RECOGNITION

If we want to keep our quality employees and those energetic young teachers, we need to make sure that we are meeting their needs. Recognizing and rewarding their efforts helps. Many teachers start their careers working hard and excelling, but if over time their efforts go unappreciated and unrecognized, even the most dedicated and creative teacher will fade into the background.<sup>11</sup>



At Oakleaf K-8 Charter School in Middleburg, Florida, teachers actively recognize their colleagues who have gone above and beyond. At each faculty meeting, a golden-yellow jacket is awarded to a faculty member. The jacket, which is a colorful salute to the school's bee mascot—the yellow jacket—is not passed by Principal Larry Davis or other members of the administrative team. Instead, it is passed from teacher to teacher. Each month's winner is responsible for presenting the jacket to another teacher of honor the following month. The school has one jacket that is shared by elementary staff members and another for the school's junior high team.<sup>12</sup>

Activity	Potential partners	Where to learn more
<ul style="list-style-type: none"> <li>Applaud a work anniversary or employee birthday with a positive email or a funny email meme, which takes minimal time and is free.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>Administrative staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Fun Work Anniversary Wishes</a></li> <li><a href="#">Warm and Meaningful Birthday Wishes</a></li> </ul>
<ul style="list-style-type: none"> <li>Send employees gifts or gift cards to celebrate major achievements.</li> </ul> <p><i>Note: Make sure gift cards are appropriate for the employee population</i></p>	<ul style="list-style-type: none"> <li>School leadership</li> <li>Administrative staff</li> <li>Parents</li> <li>Local businesses</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">School Staff Appreciation Ideas</a> (See Item 4)</li> </ul>
<ul style="list-style-type: none"> <li>Write a personal thank-you note to employees who go above and beyond.</li> <li>Principals can copy the superintendent on the letter and include it in the employee's personnel file.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership (including school board)</li> <li>Administrative staff</li> <li>Parents</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">School Staff Appreciation Ideas</a> (See Item 6)</li> </ul>
<ul style="list-style-type: none"> <li>Add each employee to the About Us page on the district/school website.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>SEW team</li> <li>Technology staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">School Staff Appreciation Ideas</a> (See Item 3)</li> </ul>
<ul style="list-style-type: none"> <li>Recognize employees in district/school newsletter and/or on the website/social media.</li> </ul>	<ul style="list-style-type: none"> <li>School leadership</li> <li>SEW team</li> <li>Technology staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">School Staff Appreciation Ideas</a> (See Items 1 and 2)</li> </ul>
<ul style="list-style-type: none"> <li>Create an end-of-year awards program to recognize employees.</li> <li>Turn an employee meeting into an opportunity for staff recognition.</li> </ul>	<ul style="list-style-type: none"> <li>School Leadership (including school board)</li> <li>SEW team</li> <li>Parents</li> <li>Administrative staff</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Awards for Teachers and Staff</a></li> </ul>

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<sup>1</sup>Doris A. Santoro and Olga Acosta Price, Structural Supports to Promote Teacher Well-Being (Providence, RI: EdResearch for Recovery, October 2021), [https://annenberg.brown.edu/sites/default/files/EdResearch\\_for\\_Recovery\\_Brief\\_19.pdf](https://annenberg.brown.edu/sites/default/files/EdResearch_for_Recovery_Brief_19.pdf).

<sup>2</sup>“Make Wellness a Priority,” Alliance for a Healthier Generation, accessed December 13, 2022, <https://www.healthiergeneration.org/take-action/schools/wellness-topics/staff-well-being/make-wellness-a-priority>.

<sup>3</sup>Janet Weiner, “Cost Effectiveness of Financial Incentives for Smoking Cessation,” Population Health (blog), PENN Leonard Davis Institute of Health Economics, December 9, 2021, <https://ldi.upenn.edu/our-work/research-updates/cost-effectiveness-of-financial-incentives-for-smoking-cessation/>.

<sup>4</sup>OEA Choice Trust, Blueprint for Education Employee Well-Being. Retrieved from Oregon Education: Association (Tigard, OR: OEA Choice Trust, February 28, 2022), <https://oeachoice.com/wp-content/uploads/2022/02/Blueprint-2-28-22.pdf>.

<sup>5</sup>National Association of Chronic Disease Directors, Healthy School, Healthy Staff, Healthy Students: A Guide to Improving School Employee Wellness (Decatur, GA: National Association of Chronic Disease Directors, 2018), [https://www.chronicdisease.org/resource/resmgr/school\\_health/school\\_employee\\_wellness/nacdd\\_schoolemployeeewellness.pdf](https://www.chronicdisease.org/resource/resmgr/school_health/school_employee_wellness/nacdd_schoolemployeeewellness.pdf).

<sup>6</sup>Mark T. Greenberg, Joshua L. Brown, and Rachel Abenavoli, Teacher Stress and Health: Effects on Teachers, Students, and Schools, Edna Bennett Pierce Prevention Research Center, Pennsylvania State University, September 2016, <https://www.prevention.psu.edu/uploads/files/rwjf430428-TeacherStress.pdf>.

<sup>7</sup>J. S. House, K. R. Landis, and D. Umberson, “Social Relationships and Health,” *Science* 214, no. 4865 (1988):540–545, <https://doi.org/10.1126/science.3399889>.

<sup>8</sup>“Make Wellness a Priority,” Alliance for a Healthier Generation.

<sup>9</sup>Dale Buss, “Teaching Employees the Financial Facts of Life,” SHRM Executive Network, October 4, 2021, [www.shrm.org/executive/resources/articles/pages/financial-wellness-helps-business.aspx](http://www.shrm.org/executive/resources/articles/pages/financial-wellness-helps-business.aspx).

<sup>10</sup>National Association of Chronic Disease Directors, Healthy School, Healthy Staff, Healthy Students.

<sup>11</sup>Dianna Podmoroff, 365 Ways to Motivate and Reward Your Employees Every Day: With Little or No Money (Ocala, FL: Atlantic Publishing Group, January 12, 2005).

<sup>12</sup>Gary M. Hopkins, “Recognizing the Stars on Your Staff,” *Education World*, December 2019, [https://www.educationworld.com/a\\_admin/admin/admin538.shtml](https://www.educationworld.com/a_admin/admin/admin538.shtml).