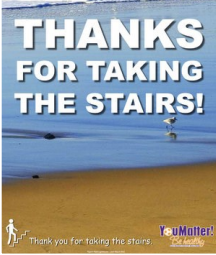


You Matter!

Be healthy

SAN MATEO COUNTY WELLNESS



A healthy, productive workforce is critical to the success of County Departments in serving the public and their clients.

The San Mateo County Employee Wellness Program is an employee benefit designed to help you be your healthy best. Our goal is to create healthy workspaces and support healthy employees!

The Employee Wellness Program is composed of a dedicated and talented Wellness Team. It aligns with a vibrant County Wellness Committee composed of Department representatives (Wellness Champions), internal technical advisors, the wellness team, health plan and EAP representatives, management and unions.

<http://hr.smcgov.org/wellness>

We work with others to

CREATE HEALTHY WORKSPACES...

Employees should see, feel, and experience Wellness Every Day.

- Onsite wellness classes & trainings
- Stretch Breaks at meetings & trainings
- Healthy Food Choices at Trainings & Meetings
- Farmers' Markets

Our physical work environment supports healthy habits at work

- Vending machines with healthier options
- Stairwell banners & Walking routes
- Lactation Rooms for New Moms
- Bike racks, cafeterias & break rooms
- Quiet Rooms

We strive for healthy work practices and an organization that supports work-life balance

- Opportunities for Alternative Work Schedules and Flex Scheduling
- Commitment to ongoing supervisor & manager training
- Onsite Child Care Programs
- County Wellness Policy and County Wellness Committee

...and HEALTHY DEPARTMENTS

- Designated Wellness Champion(s) and Wellness Committee
- Designated Ergonomics Coordinator
- Designated County Safety Representative(s) and Safety Committee
- Automated ergonomic assessments and stretch break applications for computer users (iMitigate, RSI Guard)
- Department sponsored wellness activities
- Stretch Breaks and Healthy Food Choices at Department meetings & trainings



This workplace has been recognized by the American Heart Association for meeting criteria for employee wellness.



We design and manage programs that **SUPPORT HEALTHY EMPLOYEES**

Keep employees healthy

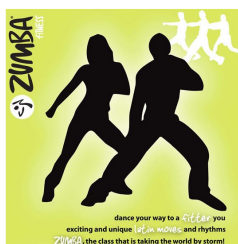
- Wellness Screenings & Wellness Rewards
- Nutrition, Physical Activity & Stress Management Trainings & Seminars
- Wellness Team Challenges
- Health Club discounts
- Onsite Massagetherapy Program
- Recreational Tournaments
- Flu Clinics (fall)

Engage employees to get healthier

- Health Improvement Trainings
- Weight Watchers & Jumpstart MD discounts
- Health Club discounts
- High Blood Pressure Self-Study Course
- Health Coaching

Promote family well-being and work-life balance

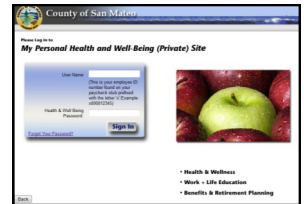
- Work-Life Programs + Benefits, including EAP, Child Care Centers and College Coach
- Free Breastpumps for New Moms (loaner)
- "Babies & You" course
- Parenting and Eldercare seminars



To find out more about the

Employee Wellness Program

- **Talk with your Department's Wellness Champion to learn more about what's happening in your department and at your worksite.**
Ask your supervisor or manager if you don't know who that is.
- **Visit our website: <http://hr.smcgov.org/wellness>**
Read our monthly e-Newsletter or click on the Calendar to find out more about what we're doing, when and where.
- **Join our Employee Wellness Group on Yammer.**
Log on to www.yammer.com with your County Email address.
- **Sign up for a class or browse our training schedule on the County LMS: www.smcgov.org/lms**
Log in on the "Health/Personal" site to find wellness and work-life classes, and to register online. You can attend County wellness programs on County time with your supervisor's approval.
- **Contact us directly:**



San Mateo County Employee Wellness Program & Work-Life Services

455 County Center, HRD133, (5th floor)
Redwood City, CA 94063
M-Th, 7am-7pm, Closed Friday
650-363-4315 | wellness@smcgov.org

Pamela Gibson, Program Manager
650-363-4344 | pjgibson@smcgov.org

<http://hr.smcgov.org/wellness>

Find ways to Increase the “Active Minutes” in Your Workday

- Stand up + move around while you talk on the phone
- If deskbound, do simple stretches throughout the day to reduce discomfort
- Increase your visibility by walking around and delivering messages or discussing matters in person instead of by phone or email
- Take a 10 minute walk around your building or campus during your work break. Better yet, grab one or more co-workers and make it a group activity!
- If you're a supervisor or manager, conduct 1:1 meetings as walking meetings
- If you're organizing meetings or trainings, make sure that there are opportunities to stretch and move around
- Participate in the County's Commute Alternatives Program (bike, walk, or public transit incentives).

Make a Commitment to Your Well-being and Work-life balance

- Keep lines of communication open with your supervisor / manager
- Build a social and professional network at work
- Learn effective strategies to “bounce back” from difficult, challenging work situations
- Find “quiet moments” during the workday to refresh and refocus -- step away from your work area to close your eyes, clear your head. Do some deep breathing
- Know what your work schedule is and take your lunch break AND your work breaks as outlined by County Policy or in Department Work Rules
- Request a flexible schedule for a better “fit” for family or personal demands, including physical activity before, during or after work
- Make an effort to prevent “work creepage” – checking work emails or doing work on non-work time, so that you can fully detach from work, whether it's during your lunch break or during your days off
- Overall , seek a healthy balance between work and non-work days and allow enough time for personal pursuits or time with family and friends
- As a supervisor, or manager, make sure that your staff have been offered their work breaks. Approve use of County time to attend wellness screenings, classes and activities. Consider all staff requests for tele-work, flex-work and alternate work schedules to the most reasonable extent possible.

As an employee, you are vital in helping us shape the “Culture of Health” at San Mateo County for years to come. In the early 1980s, County employees smoked at their desk. Today, we wouldn’t even consider it! Workplace cultures can and do change over time to reflect the values that are important to a company and its employees.

The County’s Wellness slogan is “You Matter. Be Healthy!” Your good health enables you to accomplish your daily responsibilities and remain productive and on the job. It can be an important factor in your future success as you advance in your career. And it’s highly coveted when you decide to retire.

Whenever you have the opportunity to do so, choose health during your work day. And encourage your co-workers to do so as well!

Together, we’ll create and sustain a “Culture of Health” that supports employee health, wellbeing and work-life balance.

Try some of these ideas to bring more Wellness into your Workday!

Be “Health Aware”

- See your doctor for routine health visits and preventive health examinations. Know your basic health numbers and what they mean
- Take an active part to manage your health problems, according to doctor’s recommendations. Fully understand your health condition(s) and treatment plans. Take medications as prescribed
- Know what your County health benefits are and use them wisely
- If you’re a supervisor or manager, approve requests for medical appointments. Support employees’ efforts to improve their health, well-being and work-life balance.

Surround yourself with Healthier Food choices

- Bring a small bowl of fruit and veggies from home for sweet cravings
- Stock up on protein bars to curb hunger pangs. Read labels to choose ones that are lowest in fat
- Keep a glass of water on your desk. Try to drink at least 4 glasses during the day
- If you’re a supervisor or manager, ensure that all your food decisions using department funds include healthy options