

Wellness@Work

Grant Program FAQ



1. What is the Wellness@Work Grant Program?

The Wellness@Work Grant Program encourages faculty and staff across all campuses and research stations at the University of Guelph to help promote wellness in their workplace through the implementation of a tailored health-promoting program, approach or idea in their workplace.

2. How can I apply for a grant?

The application form is a fillable PDF that can be completed on a computer or printed and completed by hand. Interested departments/groups can email their final application form to sjoosse@uoguelph.ca by June 30, 2020.

3. How much money can I apply for?

Departments/groups can apply for a seed grant (up to a maximum of \$3000, one time) for their initiative. The number of grants available will be dependent on the number of applications received and the amount distributed for each successful grant. In 2018, 39 seed grants were awarded.

All expenses must first be approved by the sub-committee reviewing all application forms. The application form includes maximum amounts for some approved costs. Successful applicants will work with their department to pay for the costs of the grant up-front. When the final report is submitted, the approved grant money will be transferred by Journal Entry from Human Resources to the department to reimburse for eligible grant expenses. Departments will only receive the amount they actually spend.

4. What are the criteria for applying?

Submissions must fit within one or more of the following three elements of the Wellness@Work Initiative:

- healthy lifestyle
- mental health and workplace culture and/or
- organizational social responsibility.

The key areas that will be assessed and scored for each application are:

- Program or initiative description
- Program alignment with Excellence Canada elements and Okanagan Charter
- Needs assessment
- Health benefits
- Evaluation of outcomes
- Sustainability of initiative
- Proposed budget

5. What types of costs will be approved?

Successful grant recipients will be notified of their approved expenses at the start of the program. Although not an extensive list, some approved costs may include:

- *Prizes, Incentives or Trophies (not to exceed \$500)
- Food and catering (not to exceed \$500)
- Promotional materials (not to exceed \$100)
- Small equipment purchases that will remain within the department/group (not to exceed \$300)
 - Includes pedometers (excludes other fitness tracking devices such as fitbits, jawbones, etc.)
 - If equipment is to be used at work station, please connect with the Rehabilitation Specialist in Occupational Health and Wellness at 519-824-4120 ext. 54283 to discuss before applying
- Room rental fees
- Instructor, speaker or facilitator fees
- Workshop costs
- Kick off or wrap up event

** Gift cards are considered a taxable benefit and must be reported to Human Resources.*

6. What types of costs are not going to be approved?

Costs that will **not** be approved for a Wellness@Work grant include and are not limited to:

- Operational expenses
- Hiring of faculty/staff/student to coordinate or support the program
- Primary research costs
- Small equipment purchases that are not ergonomically safe or effective
- Renovations, furniture, artwork or special equipment purchases
- The purchase of stereo or electronic equipment
- The purchase of fitness tracking devices such as fitbits and jawbones (with the exception of pedometers)
- Individual monetary reimbursements for gym memberships/fitness classes/assessments
- Charitable donations in either an employee's name or the department/group's name
- Alcohol or any illicit substances
- Activities that are considered risky, dangerous or unsafe
- Activities that take place off-campus (with the exception of virtual activities, volunteering and visiting research stations)

7. When is the application deadline?

All applications are due by email on June 30, 2020.

8. How can I learn more?

Please review the application form or the Wellness@Work website for further details on the Grant Program. If you have a Wellness@Work Champion in your department/group, feel free to reach out to them to discuss your idea or questions.

Please contact Sarah Joosse, Wellness@Work Coordinator, for additional comments or questions at sjoosse@uoguelph.ca or ext. 56705.

WELLNESS@WORK FAQ

1. What is Wellness@Work?

In 2017, the Wellness@Work initiative was launched at the University of Guelph with a vision for a thriving workforce, organization and community. The initiative is an opportunity to comprehensively understand the University of Guelph's existing support and assistance to employees, to strengthen our supports, and to implement new initiatives to create a truly healthy workplace across all campuses and research stations. Our commitment is to the "whole" person, not just as an employer, but as a responsible workplace.

Mission: Supporting the well-being of the whole person for all University of Guelph staff and faculty through a comprehensive, integrated, evidence-informed workplace health promotion strategy.

Vision: A thriving workforce, organization, and community.

2. Who provides leadership for the Wellness@Work initiative?

The initiative is led by the Vice-President of Finance, Administration and Risk, Don O'Leary, with the support of President Franco Vaccarino and the entire Senior Executive Team.

The Wellness@Work Advisory Committee has staff and faculty members from many different areas of the University. The Committee is leading a culture change to improve the physical and psychological health, safety, and quality of life of all faculty and staff.

3. What framework is used for the Wellness@Work initiative?

The University's customized program for faculty and staff is based on Excellence Canada's comprehensive approach, a standard that includes four pillars:

- healthy lifestyles
- mental health and workplace culture
- organizational social responsibility
- physical environment



4. Is there a policy to support this work?

A Healthy Workplace Policy was developed that applies to all faculty and staff at the University of Guelph, including Guelph-Humber, Ridgetown, research stations, and approved University field sites.

The University of Guelph encourages all employees to participate in Wellness@Work programming and initiatives and welcomes staff and faculty feedback to guide the Healthy Workplace Plan and programming.

Read the full policy: <https://www.uoguelph.ca/wellnessatwork/about/healthy-workplace-policy>

5. How does Wellness@Work link to the university's strategic framework?

The initiative has a set of four guiding principles that provide a foundation for the work and link to the University of Guelph's strategic framework: Our Path Forward.

Read more about the guiding principles and linkages:

<https://www.uoguelph.ca/wellnessatwork/about/guiding-principles>

6. What is the University's involvement with Excellence Canada?

Wellness@Work is using [Excellence Canada's](#) Healthy Workplace Standard to guide the strategy. This Standard, developed by Excellence Canada in association with health, mental health, and work safety professionals from across Canada, is based on research and the outcomes of successful organizations. The goal of the initiative is not to achieve Excellence Canada's benchmarks but to use the benchmarks as guidance to our own initiatives.

In January, 2017, the Wellness@Work Advisory Committee drafted a [report that identified Healthy Workplace strengths and opportunities at the University of Guelph](#). The Committee spent the next six months addressing many of the identified opportunities.

In August, 2017, the University of Guelph applied for, and was awarded, Bronze Level *Healthy Workplace*® Certification.

7. What is the Okanagan Charter?

Vision: *Health promoting universities and colleges transform the health and sustainability of our current and future societies, strengthen communities and contribute to the wellbeing of people, places and the planet.*

On June 29th, 2017 the University of Guelph formally adopted the Okanagan Charter: An International Charter for Health Promoting Universities and Colleges.

The international Charter was an outcome of the 2015 International Conference on Health Promoting Universities and Colleges held at UBC's Okanagan campus in Kelowna, BC and co-hosted by Healthy Minds | Healthy Campuses. The Charter development process engaged researchers, practitioners, administrators, students and policy makers from 45 countries. At the Conference, with the support of a writing team, 380 delegates critiqued and refined the Charter in a design lab and development sessions.

The Charter has two calls to action:

- a. Embed health into all aspects of campus culture, across the administration, the academic mandate and operations.
- b. Lead health promotion action and collaboration locally and globally.

8. Who are Wellness@Work Champions?

The Wellness@Work Champions program was launched in September 2017, with an open recruitment for any faculty or staff who were interested in being involved. Within a few months, the Champions program has expanded to include over 60 employees at the University, who are eager to help create a healthy work environment for all.

Champions come from a variety of different departments and locations and receive regular communications from the Wellness@Work Advisory Committee and Coordinator. They actively promote upcoming events and programs, distribute resources and information, encourage colleagues to

participate or share their feedback, and are enthusiastic ambassadors for Wellness@Work. Champions meet in-person at least once per semester. We are always looking for more Champions, so please reach out if you are interested in taking on this role for your department or group.

9. Who is organizing regular wellness events that I've heard about?

The Wellness@Work Programming Committee, a sub-committee of the Advisory Committee, helps to plan, implement and evaluate regular wellness activities and events for faculty and staff. If you have any idea to share, feel free to send it along to wellnessatwork@uoguelph.ca.

10. How can I get more involved?

Are you interested in being a Wellness@Work Champion?

Volunteer to be a Wellness@Work Champion and help the University of Guelph support the well-being of the whole person for all faculty and staff! Champions:

- Receive regular communications from the Wellness@Work Advisory Committee and the Wellness@Work Coordinator
- Distribute flyers, posters, brochures and announcements on wellness programs to co-workers in their department
- Pass along information about upcoming wellness events and programs during regular staff meetings
- Encourage members of their department to participate in wellness programs and activities
- Bring feedback and requests from coworkers to the Wellness@Work Advisory Committee
- Be an enthusiastic liaison with the Wellness@Work Advisory Committee

The time commitment is one to two hours per month, for at least a one-year period. This is open to all University of Guelph employees, in all positions and all locations.

Interested employees are encouraged to sign-up by emailing sjoesse@uoguelph.ca or calling ext. 56705. Champions are welcome to express their interest throughout the year.

Feel free to connect with Sarah for any other questions or comments on Wellness@Work.

11. What programs, events and resources are available for me?

View the Wellness@Work website for a full list of programs, upcoming events and relevant resources for faculty and staff: <https://www.uoguelph.ca/wellnessatwork/>. The website links to information from Learning and Development, Occupational Health and Wellness, Athletics Fitness and Recreation and more for one convenient spot to find important wellness information.