

Workplace Wellness Implementation Guide



**HEART &
STROKE**
FOUNDATION OF
NEW BRUNSWICK

FONDATION
DES MALADIES
DU CŒUR
DU NOUVEAU-
BRUNSWICK

*Finding answers. For life.
À la conquête de solutions.*



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- ◆ **This guide provides a 7 step approach to building a workplace wellness program.**
- ◆ **More detailed information on each of these steps can be found in the Wellness at Heart Toolkit.**

Benefits of a Workplace Wellness Program

Improved health and well-being

Increased morale and job satisfaction

Healthier workplace culture

Reduced personal health care expenses

Decreased absenteeism

Decreased presenteeism i.e. employees may be at work but are not working at their full potential

Fewer injuries

Decreased turnover

Increased productivity

Fewer insurance and workers' compensation claims

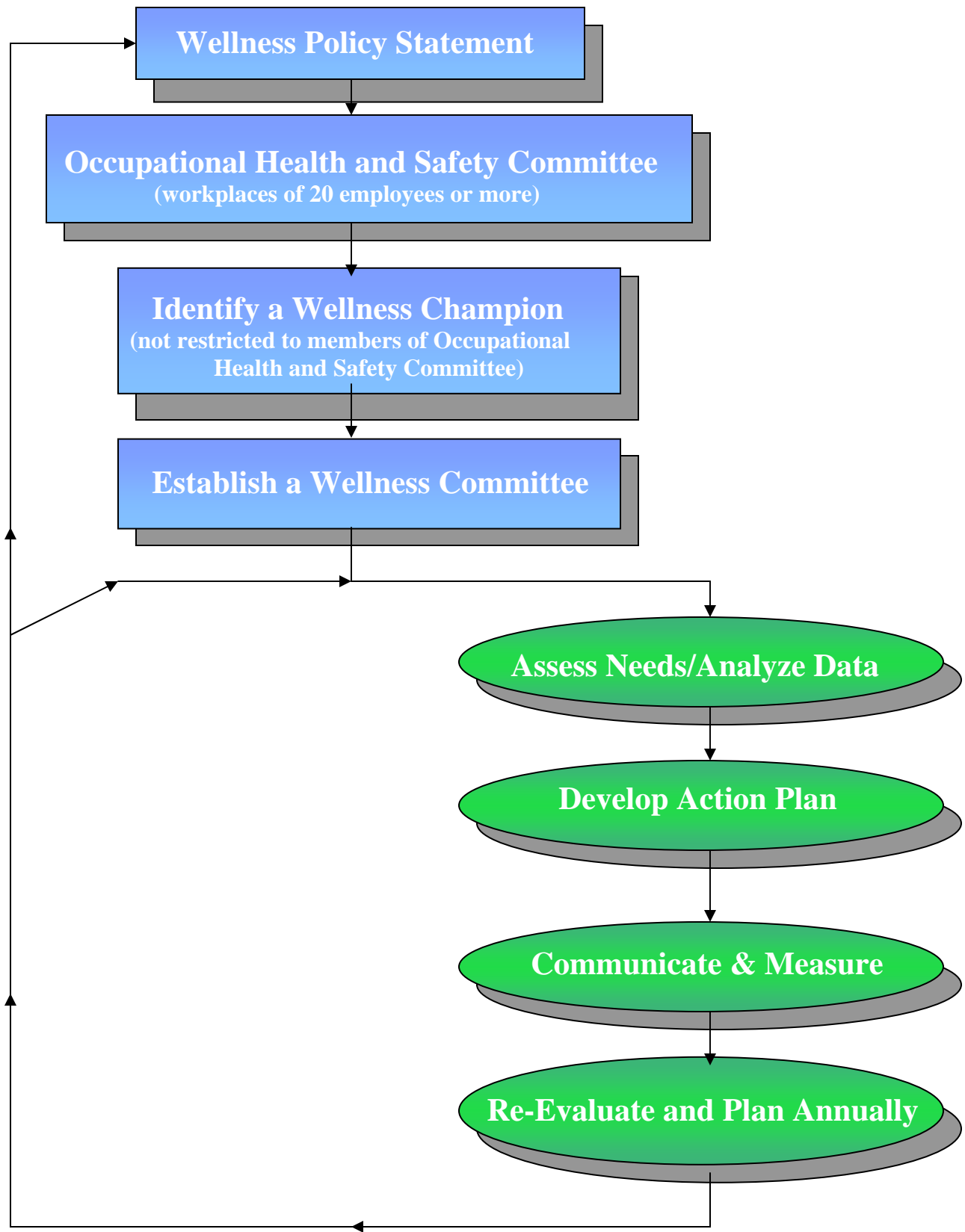
Better retention and recruiting

Enhanced business reputation and customer loyalty

Not only does the workplace affect the well-being of the worker, but the health of the worker affects the success of the organization.

- ◆ **A Wellness program must work in tandem with your Occupational Health and Safety Committee to improve the overall health, wellness and safety of your employees.**
- ◆ **An Occupational Health and Safety Committee is created according to Federal regulations and should be evaluated regularly for compliance with the Federal Health and Safety Regulations.**

Process





Develop a Workplace Wellness Policy

A Workplace Wellness Policy describes a “way of doing business” which includes effective communications, fairness, dynamic leadership, healthy corporate culture and work/family policies.

Develop your policy

- by choosing one of the following sample policies

or

- by creating your own policy

Sample Wellness Policy Statement

Employees are our most valued assets. We at _____ support and promote wellness initiatives. Wellness is a proactive approach to positive behavioural change and illness avoidance because it is preventative and long term. Wellness programs enhance the health of employees, improve attendance at work, improve morale and increase productivity.

Signature of Company Manager

Sample Wellness Policy Statement

We at _____ believe in growing and developing the potential of our employees. Through our Wellness initiatives, we provide an opportunity to enhance wellness. We encourage and support wellness programs that will lengthen life, reduce the incidence of illness, and assist everyone on achieving a productive, satisfying lifestyle.

Signature of Company Manager

Sample Wellness Policy Statement

We at _____ believe our employees are valuable and we respect their talents. We provide wellness programs. Wellness is a “take charge” approach to positive behavioural changes and illness avoidance because it is proactive, preventative and long term. Wellness programs enhance the health of employees, improve morale and increase productivity.

Signature of Company Manager



Identify a Wellness Champion

Consider an individual who will understand the importance of promoting health initiatives and the benefits of a healthy lifestyle.

- A person with an interest in health issues
- A person whose lifestyle demonstrates healthy choices
- A natural leader and team player
- OR, contract out to a wellness expert for one day per week or on an as-needed basis



Establish a Wellness Committee

The committee's responsibility is to establish the program's strategic direction and make sure things stay on track. This involves both the planning and steering of healthy workplace activities.

Benefits of Establishing a Wellness Committee

- Teams engage the organization's key players. Input from each of the strategic areas will increase your opportunity of successfully integrating wellness into the fabric of the organization.
- Teams lighten the load
- Teams add credibility
- Teams provide safety
- Teams provide stability

Potential Committee Members

- Senior and Mid-Level Managers
- Benefits Manager
- Human Resource Representative
- Marketing/Communications Representative
- Frontline Employees
- Management Information Systems Representative
- Operations Supervisor

Identifying the right committee members may take some work but the effort will pay significant dividends.

Develop a Wellness Committee Plan

Include:

- Vision Statement
- Goals
- Objectives
- Implementation and Timeline
- Marketing and Communication Mix (*brochures, newsletters, email, intranet, website – are possible vehicles to disseminate information to your employees*)
- Itemized Budget
- Evaluation Plan

Wellness Committee Implementation

- Determine the Number of Committee Members
 - Although there is no minimum or maximum size, wellness teams often range in size from 2 to 15 people.
- Choose a Committee Leader
 - The difference between success and failure is leadership. A formal leader does not have to be a permanent appointment but the person should be given time to establish an agenda and make some things happen.
- Agenda
 - It's more important than you think. To keep team members energized and focused, serious attention will need to be directed toward the development of a meaningful agenda. An overly ambitious agenda often results in disillusionment and discouragement and a weak agenda will not hold members' attention.
- Meet Regularly
 - This will allow members to be comfortable with each other and begin the process of building.

Keep the Committee Motivated

- Formalize the commitment expected from each member
 - Define the length of each member's term
 - Outline the specific roles and responsibilities for each member
- Publicize the make-up of the committee
 - Organization should know who is serving as a Wellness Committee Member
 - Take a team photo
- Recognize
 - Individual and collective contributions of the committee
- Prioritize
 - Enhances enthusiasm and productivity by the committee knowing they are on track
- Utilize
 - The talents of individual members

Conduct a Wellness Committee Meeting

Possible Agenda Items

- Review needs assessment information
- Based on above information, recommend wellness action plan.
- Study community resources available. List contact names and phone numbers.
- Prepare a time frame for wellness initiative
- Prepare Action Plan
- Prepare Results Chart

➤ See Sample Agendas

Sample Wellness Meeting

Date: _____
Time: _____
Place: _____
Topic: _____

Date of Next Meeting: _____
Time: _____
Place: _____



Assess Needs/Analyze Data

Assessing the specific organizational needs and individual interests and analyzing the pertinent data is critical to a successful wellness program.

Potential Sources of Data

- Demographics
- Health Risk Appraisals
- Interest Surveys
- Health Screenings
- Data from Claims
- Absenteeism Reports
- Disability Reports
- Safety Reports
- Culture Audits
- Facility Reports



Develop Action Plan

The initiatives included in your plan should specifically address the concerns and needs identified in the assessment phase.

Your plan should include

- Goals – specific, measurable, attainable, realistic, timely (SMART)
- Actions
- Assign responsibility
- Timelines

➤ See Sample Action Plan

To build a successful wellness plan include the following 5 components:

- Assessment
- Targeting Enrollment
- Intervention eg. healthy eating, physical activities, psychological wellness, tobacco-free living
- Tracking
- Outcomes

You may want to apply the 4 strategies listed on the next page to your selected interventions to ensure the comprehensiveness of your program.

Awareness and Education

An awareness and education strategy involves ongoing promotion of material related to wellness. It exposes employees to information they may not have previously known and makes them more conscious of healthy living. Activities are conducted in a user-friendly manner, have extensive outreach and are delivered by trained professionals with expertise in the program area (e.g. Healthy Eating – Registered Dietitian). Education opportunities should be provided at different times throughout the day to benefit all employees.

- ◆ Host a special event with a healthy living theme e.g. February is Heart Month

Skill Building and Learning

A skill building and learning strategy involves providing employees with opportunities to practice and adopt wellness behaviours. These strategies may involve hands-on learning, which is proven to be more effective than education in leading to changes in employee behaviour.

- ◆ Train employees in time management

Environment

An environment strategy includes providing support in the workplace to encourage healthy behaviours among employees. The adoption and maintenance of a healthy lifestyle requires a workplace environment that encourages positive change. Employees are more likely to make healthy choices if they are easily accessible and supported by the culture of the workplace. This strategy helps make the healthy choice become the easy choice.

- ◆ Provide healthier options in the cafeteria, canteen and vending machines

Policy

A policy strategy addresses the need for written policies regarding healthy living in the workplace. Policies can be monitored and maintained by senior management or a healthy workplace awareness team. Having policies in place helps to ensure the sustainability of a wellness program.

- ◆ Adopt a tobacco-free grounds policy

Sample activities and policies are provided in the Resources.

Sample Wellness Action Plan

Goal	Action	Date	Responsible
Provide 2 education sessions 1) Stress 2) Financial Planning	Arrange guest speakers from 1) Canadian Mental Health Association 2) Investors Group	Lunchtime- Tuesdays or Thursday in November	Jane Smith



Communicate and Measure

Communicate

- Clearly communicate with all employees
- Promote programs and initiatives
- Receive formal feedback
- Share successes with employees
 - Newsletters
 - Bulletin Boards
 - Group Photos

Measure

- Participation in wellness programs
- Survey employee satisfaction of program
- Costs associated with program
- Record measurable results eg. blood pressure metrics improvements, number of kilometers walked



Re-Evaluate and Plan Annually

Monitoring

The informal process of obtaining input and feedback from planners, providers and participants by asking “how are we doing?”

Evaluation

The more formal long-term assessment of the current situation and effectiveness of your wellness initiatives.

Maintenance

Includes sustaining commitment and participation levels and may include new program development and recharging of old programs.

Communication

Report outcome measurements and feedback to management.
Share successes with employees.

Some questions to consider???

- Has your program met its stated goals?
- What changes have occurred in your workplace as a result of the wellness program?
- What impact have those changes had on the business?
- Can you demonstrate the impact through cost-benefit and cost-effectiveness analysis?

Resources

This section contains sample surveys, sample activities and sample policies. For an extensive listing of resources to support your wellness program, see the Resources section of the Wellness at Heart Toolkit.

Sample Employee Wellness Survey¹

We are considering the development of an employee wellness program and would like to learn more about your interests in wellness and health related activities. Your responses will be used in planning the program and deciding what types of activities should be included. Please take a few minutes to complete this survey. Since we want to keep individual survey information confidential. Please do not put your name on it.

1. Sex: ___ Male ___ Female

2. Age Group: ___ Under 21 ___ 21-30 ___ 31-40 ___ 41-50 ___ 51-60 ___ Over 60

3. Check any of the following that apply regarding your current health habits:

Yes **No**

Exercise

___ ___ I exercise vigorously for at least 20 minutes three times a week.

___ ___ I exercise once in a while.

___ ___ I rarely exercise.

Eating

___ ___ I usually eat three nutritious meals daily.

___ ___ I often eat on the run, dropping meals.

___ ___ I avoid eating too much fat.

___ ___ I make an effort to eat enough high fibre foods.

___ ___ I like a lot of salt on my food.

___ ___ I eat breakfast every day.

Weight

___ ___ I am about the right weight.

___ ___ I would like to lose weight.

___ ___ I am more than 20 pounds over my ideal weight.

Sleep

___ ___ I usually get a good night's sleep.

___ ___ I average at least two nights of inadequate sleep per week.

___ ___ I often have trouble getting enough sleep.

Smoking/Alcohol/Drugs

___ ___ I regularly smoke cigarettes.

___ ___ I have at least three drinks daily containing alcohol.

___ ___ I sometimes drive after drinking alcohol.

___ ___ I avoid drinking too many caffeinated drinks.

___ ___ I regularly use tranquilizers and similar drugs.

___ ___ I regularly use tranquilizers and similar drugs.

¹ <http://extension.unh.edu/CommDev/Wellness/empwell1.pdf>

Other

Yes **No**

- I regularly practice some type of stress management.
 I have had lower back pain in the last six months.
 I usually consult a medical self-care book when I am sick.

4. List any health concerns you have about yourself or your family:

5. Would you like the organization to conduct a wellness program?

Yes No Don't know

6. In which of the following activities would you consider participating?

Yes Maybe

- Aerobic exercise
 Weight management
 Smoking cessation
 Cholesterol screening
 Coping with stress
 Alcohol/drug abuse
 Safety /accident
 Parenting
 Walking program
 Other, please specify _____

Yes Maybe

- Other exercise
 Health fair
 Blood test
 Cancer screening
 CPR training
 Wellness presentations
 Retirement planning
 Back pain
 Medical self-care

7. When would you most likely participate? (Please check all that apply.)

- Monday Spring A.M., before lunch
 Tuesday Summer Lunchtime
 Wednesday Fall P.M., after work
 Thursday Winter Evening
 Friday Other, specify _____

8. Where would you be most likely to participate? (Check as many as apply.)

Worksite School YMCA/YWCA Private Health Club

9. Would you be willing to share the cost of participating in these programs?

Yes No

10. Any additional comments:

Thank you for your help in completing this survey.

Wellness Program Evaluation²

Program name: _____

Date: _____

	excellent	good	average	fair	poor
1. How well were the objectives met?	1	2	3	4	5
2. What did you think of the information given?	1	2	3	4	5
3. How did you like the way the program was organized?	1	2	3	4	5
4. Did you think the handouts were useful?	1	2	3	4	5
5. What did you think of the instructor?	1	2	3	4	5
6. How would you rate the program overall?	1	2	3	4	5
7. What did you like best? _____					
8. What did you like least? _____					
9. Would you recommend this program to a co-worker? _____					
10. Any other comments? _____					

The following is to be completed by the wellness program coordinator

Program Title: _____

Program Date/Time: _____

Program Description: _____

I. Was the program implemented as planned?

Materials distributed: _____

Activity conducted: _____

Deviated from plan: _____

Would you offer this program again? Yes _____ No _____

Why: _____

Recommendations: _____

II. How many people participated in the program?

Total number of employees: _____

Total number of participants: _____

Total number of employees at risk: _____ (optional)

Goal: _____

² Hunnicutt, D., Baldwin, A., Baun, B. & Buffet, W. (2000). Health Promotion: Sourcebook for Canadian business (pp.197-198). Hamilton, Ontario: Wellness Council of Canada.

Healthy Eating Sample Activities

These sample activities are only suggestions – you are not limited to these. The most successful workplace wellness initiatives are those that best meet your organization’s needs.

Awareness and Education

- Promote healthy meal suggestions and healthy snack ideas on display boards
- Create a healthy eating quiz and provide a prize for the winner, such as a gift certificate for a local grocery store or health club
- Promote Eating Well with Canada’s Food Guide
- Place signage regarding healthy purchase suggestions by the cash register in the cafeteria and near the vending machines
- Send out weekly emails with reminders on making healthy choices, including recommended servings from Canada’s Food Guide and serving sizes
- Begin a recipe exchange of healthy meal ideas among the staff
- Feature food of the month and provide recipes on how to cook with them.
- Fruit-a-gram sent by one employee to another e.g. job well done, bad day
- Feature a food of the month and provide recipes on how to cook with them.

Skill Building and Learning

- Have a draw to win a prize, such as a cookbook, which employees can enter when they make a specific healthy purchase in the cafeteria (for example, a piece of fruit)
- Invite a Registered Dietitian or local chef to demonstrate the preparation of healthy eating meals and/or recipes
- Create a healthy eating quiz and provide a prize for the winner, such as a gift certificate from a local grocery store or health club
- Offer hands on classes based on employee suggestions on specific areas of healthy eating, such as diabetes or heart disease
- Arrange grocery store tours hosted by a Registered Dietitian where employees are instructed on how to read labels
- Introduce employees to EATracker on the Dietitians of Canada website
- Hold a potluck where employees prepare and bring in healthy foods to share with others (recipes can also be shared)
- Food Challenge, track vegetable and fruit consumption in a bar graph in a highly visible location
- Provide opportunities for employees to learn how to cook multi-cultural foods

Environment

- Provide healthier, low fat options in the cafeteria, canteen and vending machines
- Provide milk and juice in vending machines
- Make healthy choices highly visible in the cafeteria by using bigger signs and placing items in high traffic areas
- Provide a place to eat that is comfortable, well lit and inviting to employees
- Recommend that employees take their full meal breaks to allow them adequate time to eat their meal
- Partner with local producers to provide local foods
- Provide proper food preparation facilities for employees, such as a kitchen equipped with a refrigerator, microwave, toaster and sink

Policy

- Healthy foods must be provided at all company events, e.g. staff meetings, conferences
- Healthy choices in the cafeteria must be priced the same or lower than less healthy option
- Provide healthy options at all meal times throughout the day in the cafeteria
- Food service or vending machines will include healthy food choices
- Survey employees on what healthy foods they would like to see provided in the cafeteria

Physical Activity Sample Activities

These sample activities are only a starting point – you are not limited to these. The most successful workplace wellness initiatives are those that best meet your organization’s needs.

Awareness and Education

- Promote the use of stairways with posters and challenges
- Provide weekly emails with physical activity tips highlighting Canada’s Physical Activity Guide
- Provide either by poster or website, information on local physical activity programs and/or facilities and walking/cycling trails in your area
- Promote active transportation e.g. biking or walking to work

Skill Building and Learning

- Hold lunchtime classes such as yoga, Tai-chi or strength training
- Hold a pedometer challenge or stairway challenge where employees must complete a certain distance to qualify
- Create a lunchtime walking/running club
- Hold clinics on various physical activities such as how-to sessions on running, walking, yoga, the ABCs of resistance training, cross country skiing, skating, cycling or information on proper footwear and equipment

Environment

- Organize company sports teams– both in-house or to compete against other workplaces e.g. baseball, hockey, basketball, bowling and curling
- Make your stairwell an attractive, safe and healthier alternative by providing good lighting, fresh paint, music and rubber treads
- Incorporate physical activity into company events such as picnics and conferences
- Enter a team from your workplace in community events such as golf tournaments, dragon boat races, school events, etc.
- Provide regular ergonomic breaks e.g. online where employees are reminded to get up and stretch
- Provide in-house exercise room and/or facilities
- Map out designated walking routes around worksite (outside or inside)
- Arrange for far parking or switch parking lots with other companies

Policy

- Provide subsidies for physical activities (e.g. gym memberships, yoga classes etc)
- Provide flex hours for those who wish to integrate physical activity into their workday
- Provide healthy meeting policies as it pertains to physical activity (e.g. every 2 hours get up and move around)

Psychological Wellness Sample Activities

These sample activities are only suggestions – you are not limited to these. The most successful workplace wellness initiatives are those that best meet your organization's needs.

Awareness and Education

- Provide opportunities for employees to participate in continuing education courses.
- Conduct Lunch-and-Learn sessions on various health-related topics that may promote the psychological wellness of employees (e.g. leadership, time management, relaxation, work-life balance, stress management)
- Distribute with pay stubs a flyer describing the Employee and Family Assistance Program (EFAP) with a list of resources.
- Create a newsletter, e-newsletter, internal Web site, posters, and other materials to ensure regular, ongoing communication on different psychological wellness topics.
- Provide awareness about the psychological benefits of humour. Help employees be aware of what makes for appropriate humour in the workplace and give practical suggestions for using humour successfully at work.

Skill Building and Learning

- Hold skill-building clinics on various psychological wellness topics e.g. life skills, team building, conflict resolution, problem resolution or critical thinking
- Offer training on the principles and techniques for effectively communicating with others.
- Provide interactive workshops about sources of stress, stress symptoms and strategies for managing stress including demonstration of relaxation exercises.
- Offer workshops to help employees develop a greater awareness of how they express anger and to learn constructive ways of managing angry feelings.
- Provide training for supervisors in effective management techniques.

Environment

- Offer flexible working hours
- Encourage and support self interest education
- Continuous overwork is discouraged because it is recognized to undermine work-life balance
- Organization's work-life balance values/goals are prominently displayed in high traffic locations
- Provide study leave for career advancement.
- Create a respectful workplace program or a workplace recognition program.
- Implement an Employee and Family Assistance Program (EFAP)

Policy

- Design and implement policies and strategies that enhance efficient management of workload
- Implement family-friendly policies such as discretionary days during which employees can work flexible hours and or job-share, etc.
- Encourage a “disconnect from work” vacation policy e.g. no cell phone or beeper
- Create and encourage participation in an annual “bring your child to work” day
- Support a graduated return to work schedule following a leave
- Provide time off for approved community involvement

Tobacco-Free Sample Activities

These sample activities are only suggestions – you are not limited to these. The most successful workplace wellness initiatives are those that best meet your organization’s needs.

Awareness and Education

- Display tobacco-free living resources
- Place signs on the outside of building to ensure people know your building is tobacco free
- Send out regular e-mails on the importance of living tobacco free
- Promote Smokers’ Helpline – 1-877-513-5333
- Provide resources such as pamphlets, books, and fact sheets about tobacco-free living for staff
- Hold a yearly health fair to provide the newest information on tobacco free living
- Use contests to see which site or department has the most people quit in a four-week period. Use prizes, weekly quizzes and a high profile kick-off to enhance participation.
- Gather and share testimonials from successful quitters
- Provide lunchtime sessions on topics such as “How to raise tobacco-free children” or “How to use Nicotine Replacement Therapy most effectively”
- Offer worksite contests and special events tied to National Non-Smoking Week and Weedless Wednesday every January or on World No Tobacco Day on May 31, or link “celebrations” to the implementation of your TFP.
- Link tobacco-free activities with other healthy workplace activities, such as walking groups at lunch or break (instead of smoking)

Skill Building and Learning

- Offer parents skills and ongoing support for a tobacco-free home environment to encourage youth to remain tobacco free
- Provide individualized counselling and/or self help materials to people who use tobacco products through the Employee and Family Assistance Program (EFAP) or occupational health personnel
- Have occupational health personnel sign up employees to the Smokers’ Helpline by sending a fax referral to the Smokers’ Helpline
- Provide stop smoking group programs on-site or subsidize participation in community cessation programs

Environment

- Provide rebates for stop smoking medications or offer stop smoking medications at no cost or reduced cost
- Offer employee recognition programs to those who have stopped smoking or have made a commitment to stop smoking
- Encourage informal social support (e.g., buddy systems, and encouragement from fellow workers)
- Train personnel in Clinical Tobacco Intervention Program (Ask, Advise, Assist) and refer employees to the Smokers Helpline

Policy

(The organization's policy needs to go beyond the Smoke-Free Places Act)

- Adopt a tobacco-free ground policy
- Adopt an entrance-way tobacco-free policy restricting smoking at entrances, windows and intake vents
- Adopt a Tobacco-free policy for all company events (indoor and outdoor)
- Adopt a policy to cease selling tobacco products in company store and restaurant or vending machines
- Adopt a policy to divest company pension plan of tobacco industry investments

Sample Healthy Eating Policy³

Subject: Healthy Eating

Last updated: _____

Policy:

Company ABC supports safe food handling practices and healthy eating, including healthy food choices in the workplace for its members, employees, guests and community partners at meetings, workshops and events and from vending machines.

Objectives:

To ensure healthy eating and safe food-handling practices at all functions where food and beverages are served.

Procedures:

1. The following principles are to be taken into account in the planning and delivery of activities where food and beverages are served.
 - Healthy Eating is based on Eating Well with Canada's Food Guide.
 - i. Include at least 3 of the 4 food groups for a main meal and 2 of the 4 food groups for each snack. At least one option should be from the fruits and vegetables food group.
 - ii. Ensure lower fat options are available.
 - iii. Ensure non-caffeinated beverages are available
 - Maintaining high standards of food preparation and food service.
 - Recycling and minimizing waste from food, food packaging, and disposable utensils supports a healthy environment.
 - Selecting locally or provincially produced products supports the food and agricultural industry.
 - The best responsible price that supports healthy eating.
2. Nutritious and safe foods and beverage choices will be provided where food and beverages are served at work-related meetings, workshops and event.
3. Food and beverage choices that support Canada's Guidelines for Healthy Eating shall be available in vending machines.
4. Staff will inquire about special dietary requirements or restrictions in advance of all meetings, workshops or events, so appropriate arrangements can be made for all participants.

³ [Http://www.peelregion.ca/health/workplace/employers/policies/pdfs/eat-sample-policy.pdf](http://www.peelregion.ca/health/workplace/employers/policies/pdfs/eat-sample-policy.pdf)

Sample Physical Activity Initiative Subsidy Policy⁴

Policy

Company Y recognizes the benefits of a healthy, active workforce and believes that participation in Active Living opportunities aimed at promoting physical, mental and social health entitles employees to financial assistance. Accordingly, the Active Living Facility Subsidy Program offers employees a reimbursement of 50 per cent of their selected program fees plus other associated costs, up to a maximum of \$200.00.

Eligibility

- Permanent or part-time salaried staff
- Employee must attend regularly

Reimbursement

- Must provide original receipts
- Travel, parking, equipment and supplies, lockers and other related costs are not eligible
- Complete form X and submit to supervisor for approval

⁴ <http://www.lambtonhealth.on.ca/workplace/PDF/Workplace%20Action%20Guide%20-%20May%20-%202005.pdf>

Sample Psychological Wellness Policy

Subject: Job sharing

Last updated: _____

Policy:

This policy provides managers and employees with direction and variations within the Job Sharing option of flexible work arrangement available to help employees balance multiple commitments while ensuring that work gets done. This allows one permanent full-time job to be shared between two employees.

Optional work arrangements:

Various combinations of working hours are possible. Following are some of the options to work.

- One week, then have one week off
- Three days one week and two days the next week
- All mornings or all afternoons.

Rules regarding hours of work and pay:

- Salaries will be prorated based on the number of hours worked and on the rates for the classification of the position.
- The period of time in which one employee is working is not considered a break in service for the other employee.
- In order to maintain employee status, participants must work at least one-third of the normal working hours for the person doing similar work.
- The total hours worked by the employees in the two part-time positions must not exceed the total normal hours for one full-time equivalent.
- Merit increases may be granted on a prorated basis taking into account the number of hours worked and the performance of the employee.

Sample Tobacco-Free Workplace Policy⁵

Subject: Tobacco-Free Workplace

Revised date: _____

Issued to: _____

Written by: _____

Approved by: _____

Organization ABC is committed to providing a healthy, comfortable and productive work environment for our employees.

In order to eliminate hazards and ensure a safe, healthy workplace, the ABC Company shall be entirely smoke-free, effective _____.

All forms of tobacco use will be strictly prohibited within company buildings including but not limited to offices, hallways, waiting rooms, washrooms, lunchrooms, stairwells, elevators, meeting rooms and all enclosed facilities. The use of tobacco products is also prohibited on the outdoor properties belonging to the company.

All company vehicles will also be designated smoke-free, including rental cars used for company business.

Copies of this policy will be distributed to all employees. Signs will be posted at all building entrances.

This policy is being announced in advance to facilitate a smooth transition. Those employees who smoke and would like to take this opportunity to quit smoking are invited to participate in the cessation supports being offered by ABC.

The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and non-smokers. All of us share in the responsibility for adhering to and enforcing this policy.

Signature of CEO or President

⁵ http://www.tobaccotoolkit.ca/Tobacco_free_workplaces/Sample_Policy_1.htm