

Healthy Department Certification Worksheet



Directions

Use this worksheet to help you prepare to submit your Healthy Department Certification Application.

Applications must be completed by at least two representatives from the department.

Departments with a score of zero in any of the eight principles will not be considered for receiving a certification.

When answering these questions, please consider activities that have taken place over the last 12 months.

You may be asked to verify items in the application upon submission. Falsification of any information in the application will eliminate your department from consideration.

Scoring Rubric

Bronze Certified	Departments receive a score of at least 60% across all 8 principles (120-149 points).
Silver Certified	Departments receive a score of at least 75% across all 8 principles (150-179 points).
Gold Certified	Departments receive a score of at least 90% across all 8 principles (180-200 points).

Timeline

Application Opens

February 1, 2020

Application Closes

April 30, 2020

Notification of Award Level

June 30, 2020 (or earlier)

Department/Unit Information

Name: _____

Size:

Number of Full-time Staff	_____
Number of Part-time Staff	_____
Number of Full-time Faculty	_____
Number of Part-time Faculty	_____
Number of Student Employees	_____
Total	_____

It is required that at least two people complete the Healthy Department Certification Application. Who will be the representatives from your department?

Representative 1: _____

Representative 2: _____

Leadership Support and Organizational Commitment

Leadership consistently articulates the value and importance of health (e.g. making the connection between health, productivity/performance, and business results) and advocates for a healthy workplace culture. Managers and supervisors model healthy behaviors, contribute to creating a healthy work environment, support staff in achieving and maintaining healthier lifestyles, and address workplace health and safety issues.

17 criteria; 34 points possible

Criteria	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Health and well-being is included in the department's plan, road map, or goals.				
The department has a pledge, commitment or workgroup that focuses on creating a healthy department culture.				
Department leaders have publicly endorsed their support for a healthy work environment.				
Department leaders adequately communicate the departments long-range goals and strategic direction.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
A department team member serves on the Healthy Campus Advisory Committee, one of nine subcommittees, or partners with Healthy Campus for projects, grants, etc.				Learn about Healthy Campus here: https://healthycampus.ucr.edu/
Department leaders share wellness communications they receive via email, word of mouth, and postings.				Join the LISTSERV here: https://hr.ucr.edu/about-us/workplace-health-wellness/wellness
Department leaders model healthy behavior by taking non-working lunch breaks.				View examples of stretches here: https://healthycampus.ucr.edu/sites/g/files/rcwecm2766/files/2019-08/physical-activity_take-a-break-campaign.pdf
Department leaders model healthy behavior by taking regular short stretch breaks.				
Department leaders encourage faculty and staff to set and reach personal wellness goals.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department leaders allow time for team members to participate in health-related activities.				
Department leaders support and allow for flexible scheduling through the Alternative Work Schedule guidelines.				View the Alternative Work Schedule guidelines here: https://hr.ucr.edu/employee-resources/alternative-flexible-work-schedules
Department leaders recognize team members for their contributions at work.				
Department leaders seek written or verbal feedback from faculty and staff on what they can do as leaders to create a healthier workplace.				
Department leaders discuss a wellness topic and/or highlights a health-related campus resource for at least five minutes at department meetings.				<i>For example: managing stress, healthy eating, physical activity, alcohol and drug use, career development, cultural humility, financial readiness, immunizations, injury prevention, sleep management, suicide prevention, tobacco use reduction, etc.</i>

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department leaders email the UCR Professional Development Course Catalog and encourage team members to utilize the resource as part of their career/professional development plan at least twice a year.				View the catalog here: https://hr.ucr.edu/employee-and-organizational-development
At least 1 department manager reads the Manager Wellness Toolkit, watches the training video, or attends the in-person training.				Toolkit trainings can be found here: https://hr.ucr.edu/about-us/workplace-health-wellness/wellness/wellness-program-and-activities
Department leaders support the smoke and tobacco free campus policy by sending announcements and communications to department.				Learn more about the smoke and tobacco free campus policy here: https://hr.ucr.edu/about-us/workplace-health-wellness/wellness/tobacco-free

Anything else? *Other Comments or Examples related to Leadership Support and Organizational Commitment*

Department Culture of Wellness

Social Norms support a healthy workplace culture. Individuals are supported to make healthy choices within an environment that values, provides, and promotes options that are supportive of health and well-being.

22 criteria; 44 points possible

Criteria	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department goals or value statements include faculty and staff well-being.				
Department team members share wellness communications they receive via email, word of mouth, and postings.				
Department team members motivate and encourage each other to set and reach personal wellness goals.				
Department team members recognize each other for their contributions at work.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department team members model healthy behavior by taking non-working lunch breaks.				
Department team members do not send emails during non-business hours.				
Department team members stay updated on Faculty/Staff Wellness and UCR Healthy Campus activities by following the Healthy Campus Instagram or checking the Wellness Website for updates.				<p>@UCRHealthyCampus on Instagram UCR Healthy Campus Website https://healthycampus.ucr.edu/ UCR Wellness Program Website https://hr.ucr.edu/about-us/workplace-health-wellness/wellness</p>
Department team members include a message of wellness in their email signature.				
A department team member (or a group) distributes a monthly wellness message (newsletter, email, handout, etc).				<p><i>The message could discuss healthy tips, links to guided meditation videos, reminders about upcoming wellness events, etc. For more ideas, visit</i> https://hr.ucr.edu/about-us/workplace-health-wellness/wellness</p>

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department faculty include information about Healthy Campus in their syllabus.				For syllabi suggestions visit: https://hr.ucr.edu/sites/g/files/rcwecm656/files/2019-09/hc-culture-of-health_faculty-syllabi-suggestions.pdf
Department team members are aware of the option to use online learning resources for professional development.				For example: LinkedIn Learning
Department has a wellness committee with at least 2 members.				
Department team members provide written or verbal feedback to leaders on faculty and staff wellness.				
The department has at least 2 team bonding activities annually.				For example: potluck lunch, team bonding game at a department meeting, volunteer together, book club

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
The department has a well-being bulletin board visible to all team members and visitors.				<i>For ideas of what to include visit https://healthycampus.ucr.edu/ and click the blue "Healthy Campus Resources+" button</i>
Department has at least one 30-minute wellness activity each month.				<i>For example: group walk, group stretch or exercise break, group meditation, healthy potluck, book club discussion, goal sharing discussion, etc.</i>
The department participates in a local volunteer project annually.				<i>This could be on campus, or off campus. On campus examples: 30-minute trash clean-up, canned food drive, school supply drive, etc. Off campus examples: Habitat for Humanity, Feeding America, Meals on Wheels, American Red Cross, Riverside County Department of Animal Services.</i>
The department has at least 1 active Wellness Ambassador.				<i>Wellness Ambassadors support the promotion of health and well-being at UCR. For more information visit https://hr.ucr.edu/about-us/workplace-health-wellness/wellness/wellness-program-and-activities/wellness-ambassador</i>
Upcoming Wellness Program and UCR Healthy Campus events are shared by wellness ambassadors at department meetings.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department team members attend Faculty/Staff Wellness and UCR Healthy Campus events and programs.				See upcoming events here: https://healthycampus.ucr.edu/events
All new team members in the department are oriented to the faculty and staff wellness program and Healthy Campus				@UCRHealthyCampus on Instagram UCR Healthy Campus Website https://healthycampus.ucr.edu/ UCR Wellness Program Website https://hr.ucr.edu/about-us/workplace-health-wellness/wellness
Department team members are encouraged to come up with innovative solutions to work-related problems.				

Anything else? *Other Comments or Examples related to Department Culture of Wellness*

Diversity, Equity, and Inclusion

Managers, faculty, and staff embrace a diverse and equitable community that values inclusiveness. A clear system is in place for managers and supervisors to address bullying and unprofessional behavior.

13 criteria; 26 points possible

Criteria	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department values, plan, roadmap, or goals include equity and inclusion.				
Department has a process for team members to confidentially and safely report dishonest and unethical practices without fear of reprisal.				
Resources are communicated and posted for team members, so they are aware of where to go to report unprofessional behaviors, bullying, and concerns.				
Department supports equal opportunity for all employees, of all differences, including but not limited to, age, gender, identity, ethnicity, and disability status.				For more information visit: https://hr.ucr.edu/equal-employment-and-affirmative-action/equal-employment

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department team members are treated with dignity and respect and can be themselves regardless of their position.				
Department team members feel they can be themselves and express themselves freely without worrying about how they will be accepted.				
Department team members support the use of preferred pronouns.				<p><i>For example, including your pronouns in your email signature. For more information visit:</i> https://out.ucr.edu/pronouns-matter</p>
Department team members are included and informed of organizational matters and have a platform to share concerns and issues.				
Department team members complete diversity training annually.				<p><i>To find trainings visit:</i> https://diversity.ucr.edu/resources</p>

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department ensures that materials created by department represent diverse campus culture.				For guidance visit: https://diversity.ucr.edu/
Department team members are encouraged to attend cultural diversity events on campus each quarter.				See upcoming events here: https://diversity.ucr.edu/get-involved
At least 1 department team member advises or mentors a cultural student organization.				Cultural student organizations are listed here: https://highlanderlink.ucr.edu/organizations?categories=4073
A department reading list with books about different people, cultures, countries, or experiences is distributed annually.				

Anything else? *Other Comments or Examples related to Diversity, Equity, and Inclusion*

Mental and Emotional Health

Managers, faculty, and staff engage socially with each other, have access to healthy work/life balance resources, and support each other in maintaining good mental health.

10 criteria; 20 points possible

Criteria	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
The department has an inclusive decision-making policy that is known by all or most team members.				
Faculty and Staff Assistance Program (FSAP) resources are available to faculty and staff on meeting agendas, bulletin boards, and resource list.				For more information on FSAP visit: https://hr.ucr.edu/employee-resources/faculty-and-staff-assistance-program
Department leadership meets with department team members to clarify their job duties, goals, and discuss their role within the department and at UCR.				
Department leaders support use of sick time and vacation time.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department team members are provided the opportunity to participate in Alternative Work Schedules.				View the Alternative Work Schedule guidelines here: https://hr.ucr.edu/employee-resources/alternative-flexible-work-schedules
Department team members engage in social activities once a quarter on or off campus				
Department team members do not boast about or praise lack of sleep as a measure of working hard.				
Meetings within the department start with everyone taking three deep breaths.				
Schedule meetings to start on the hour or half hour, and end at 10 minutes to the hour or 10 minutes to the half hour to leave a passing period between meetings.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Establish a quiet-zone in the department building.				

Anything else? *Other Comments or Examples related to Mental and Emotional Health*

Built (Physical) Environment

The physical workplace provides accessible infrastructure in support of healthy eating, exercising, stress management, and safety in the workplace. This includes ergonomics.

8 criteria; 16 points possible

Criteria	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
New hires receive a building tour that includes stairs, water refill stations, food storage facilities, safety equipment such as the nearest automated external defibrillator (AED), etc. and receive an ergonomic assessment within the first 60 days of hire.				
Create a “wellness corner” or “wellness bin” in your office area. Provide health resources such as exercise equipment (FitKits), wellness program brochures, stress balls, essential oils, etc. to employees.				For information on FitKits visit https://healthycampus.ucr.edu/sub-committees/physical-activity and click the pink “Fit Kits” button
A storage space is provided for department team members to keep athletic shoes, athletic clothes, towels, etc.				
Department has a break room, kitchen, training space, etc. for team members to gather.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Ergonomic assessments, either on-site assessments conducted by the campus ergonomist, or on-line self-assessments, are completed for all department team members at least once every two years.				For more information visit: https://hr.ucr.edu/about-us/workplace-health-wellness/ergonomics
All department team members who conduct 4+ hours of seated work daily, have the option to use an adjustable height (sit-to-stand) workstation.				This could be one shared standing workstation in the department, or individual standing desks
Signage is posted to encourage proper hand washing in all department building bathrooms.				
Private lactation spaces are available within 7-minute walking distance.				For information on available lactation spaces visit: https://hr.ucr.edu/employee-resources/lactation-accommodation-program

Anything else? *Other Comments or Examples related to Built Environment*

Nutrition and Hydration

The department culture ensures healthy food and beverage options are included during meetings, potlucks, and celebrations.

10 criteria; 20 points possible

Criteria	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
A hydration stations or tap water is always available, and non-sugar sweetened beverages are offered if additional choices are desired.				<i>For example: iced or hot coffee, iced or hot unsweetened tea, coconut water, infused water</i>
At least one healthy food option is available at all work-related meetings and functions.				<i>For Healthy Eating/Meal Tips visit:</i> https://hr.ucr.edu/sites/g/files/rcwecm656/files/2019-09/whw-resources_healthy-eating-meal-tips.pdf <i>For more information visit:</i> https://healthycampus.ucr.edu/sub-committees/healthy-eating-nutrition
Department uses the Healthy Meetings and Events Guide developed by the Faculty and Staff Wellness Program when planning events where food is served				<i>View the Healthy Meetings and Events Guide here:</i> https://hr.ucr.edu/sites/g/files/rcwecm656/files/2019-09/whw-resources_healthy-meeting-events-guide_updated_august_2019.pdf
Department orders at least one Seeds of Change item from UCR's Catering Menu every time food is ordered.				<i>View the Seeds of Change Menu here:</i> http://www.menusofchange.org/

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department snacks are healthy.				<i>For example: fruit and nuts instead of a candy bowl</i>
A communal “snack shack” is available in your office area. Team members donate fresh fruits or other healthy snacks.				<i>For Healthy Eating/Meal Tips visit:</i> https://hr.ucr.edu/sites/g/files/rcwecm656/files/2019-09/whw-resources_healthy-eating-meal-tips.pdf <i>For more information visit:</i> https://healthycampus.ucr.edu/sub-committees/healthy-eating-nutrition
Team members are encouraged to make healthy meal choices during lunch.				
If baked goods are offered, they are appropriate portion sizes.				<i>For more information visit:</i> https://healthycampus.ucr.edu/sub-committees/healthy-eating-nutrition
Adequate food preparation and storage facilities are available to all department team members.				<i>For information on food safety basics visit:</i> https://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/safe-food-handling/keep-food-safe-food-safety-basics/ct_index

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Takeout menus for nearby restaurants are available for reference with healthy menu options highlighted.				

Anything else? *Other Comments or Examples related to Nutrition and Hydration*

Physical Activity

Various opportunities for physical activity are available. Managers, faculty, and staff are physically active and take movement breaks throughout the day, and encourage others to do so.

10 criteria; 20 points possible

Criteria	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department meetings include a 3-5 minute stretch break on the agenda.				View examples of stretches here: https://healthycampus.ucr.edu/sites/g/files/rcwecm2766/files/2019-08/physical-activity_take-a-break_campaign.pdf
Department team members take daily walking breaks.				View walking paths at UCR here: https://hr.ucr.edu/sites/g/files/rcwecm656/files/2019-09/whw-reources_proposed-walking-paths.pdf
Walking or standing meetings are implemented when appropriate.				
Shared exercise equipment (e.g. resistance bands) are stored in an accessible place in the department.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department team members take advantage of shared exercise equipment by using it during breaks and lunch.				
Posters/flyers with examples of stretch break activities are posted at every workspace in the department.				View stretch break flyers here: https://healthycampus.ucr.edu/sites/g/files/rcwecm2766/files/2019-08/physical-activity_take-a-break-campaign.pdf
Department hosts a MobileFit session or encourages team members to attend a nearby session.				For more information on MobileFit visit: https://recreation.ucr.edu/fitwell/mobile-fit-program
At least 3 department team members participate in the GO Physical Activity Program.				For more information on the GO Physical Activity Program visit: https://well.ucr.edu/programs/go
At least 2 department team members participate in monthly “Walk and Talks.”				For upcoming Walk and Talks search the event calendar here: https://events.ucr.edu/

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Signage is posted that encourages department team members and visitors to use the stairs (if they are able to).				

Anything else? *Other Comments or Examples related to Physical Activity*

Safety

The department is safe and prioritizes emergency preparedness and a hazard-free work environment in support of the health and well-being of faculty/staff.

10 criteria; 20 points possible

Criteria	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department leaders collect and review information to identify and assess hazards present or likely to be present in the workplace.				
Department team members have the equipment, tools, and resources they need to do their job safely and effectively.				
At least 2 department team members serve as the Building Safety Coordinators				
Department has an emergency action plan (EAP) with at least 2 team members accountable for the plan.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Department team members are aware of nearest automated external defibrillator (AED).				
At least 2 department team members have current cardiopulmonary resuscitation (CPR)/First Aid/automated external defibrillator (AED) Certifications.				Sign up for courses here: https://ucrllearning.ucr.edu/
At least 2 department team members attend fire extinguisher training.				Sign up for courses here: https://ucrllearning.ucr.edu/
Department team members participate in active shooter preparedness training.				Sign up for courses here: https://ucrllearning.ucr.edu/
Evacuation maps are posted in the department building.				

Criteria (Continued)	Always or Often 90-100% of the time (2 pts)	Sometimes 41-89% of the time (1pt)	Rarely or Never 0-40% of the time (0 pts)	Comments and Examples
Signage is posted in food storage areas that reminds department team members to throw away food after two or more days to prevent foodborne illness.				

Anything else? *Other Comments or Examples related to Safety*