



United States Department of the Interior

NATIONAL PARK SERVICE
GRAND CANYON NATIONAL PARK
P.O. Box 129
Grand Canyon, AZ 86023



IN REPLY REFER TO:
10.D (GRCA 8211)

MEMORANDUM

To: All Employees, Grand Canyon National Park

Through: Employee Safety & Wellness Team (ESWT)

From: Superintendent, Grand Canyon National Park

Subject: Employee Wellness Incentive Program

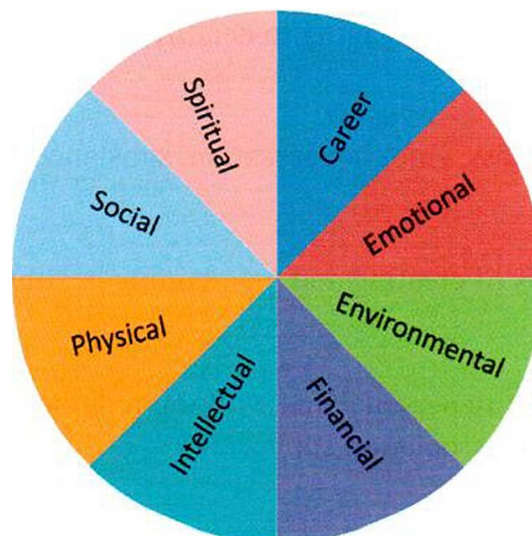
Purpose:

The Grand Canyon National Park Employee Wellness Incentive Program (EWIP) takes a holistic approach to health and wellness for employees. While the health and wellness of each employee is the ultimate responsibility of the individual, the park can promote wellness for its employees on two fronts: providing health and wellness information, and encouraging physical activity and personal health and wellness improvement. The program is voluntary and is open to all employees who are achieving a fully successful or higher rating in their current performance period.

Program Objectives:

- Increase employee well-being through improved health and wellness.
- Improve overall morale and job satisfaction.
- Develop and maintain employee effectiveness and job performance through increased health and wellness.
- Reduce lost work time due to injury, illness, disability, and mental fatigue.

8 Components of Wellness



The following components reflect a holistic approach to wellness. Use any combination of these components in your wellness program. Or there may be additional elements you would like to include.

1. **Career wellness** is the process of developing skills in and achieving personal fulfillment from our jobs while still maintaining balance in our lives.

Examples include mentoring and career management, education and training, flexible schedules, support for dual career employees and single parent employees, and workplace policies to help employees achieve a healthy work-life balance.

2. **Emotional wellness** is the process of recognizing, expressing, and managing one's full range of emotions, including coping with stress. In addition, it encompasses the process of developing self-esteem and a positive outlook on life.

Examples include stress management, anger management, and depression management.

3. **Environmental wellness** is the process of making choices which will contribute to sustaining or improving the quality of life in the world.

Examples include transit subsidies, accessible stairwells, and walking trails, (on an individual level) and greening the workplace and promoting environmentally healthy choices in employees' personal lives (on a global level).

4. **Financial wellness** is the process of learning to plan, save, and spend financial resources efficiently and within one's means.

Examples include seminars on financial planning, purchasing or selling a home, and retirement planning.

5. **Intellectual wellness** is the process of expanding knowledge and skills as well as engaging in creative and mentally stimulating activities.

Examples include training and education, reading lists, cultural events, and talks.

6. **Physical wellness** is the process of engaging in healthy activities that benefit the body, such as nutritious eating and exercise.

Examples include nutrition, fitness, smoking cessation, substance abuse, and weight management.

7. **Social wellness** is the process of creating and maintaining healthy, meaningful relationships with those around you.

Examples include building healthy personal and working relationships, community involvement and volunteerism, and employee association support.

8. **Spiritual wellness** is the process of discovering purpose and meaning in life and living a fulfilling life consistent with one's beliefs and values.

Examples include respecting the views of others, using meditation rooms, practicing yoga, spending time in nature, attending church services, and engaging in community service activities.

Benefits of a wellness program

Effective employee wellness programs can enhance the health of the employee, increase overall productivity, and reduce cost to the employer. It's a win-win!

Scientific evidence has shown wellness programs can INCREASE:

- Productivity
- Awareness and safety
- Morale
- Team building opportunities which can strengthen relationships among employees
- Job satisfaction

Scientific evidence has shown wellness programs can REDUCE:

- Absenteeism
- Presenteeism [1]
- Workers' compensation costs [2]
- Days Away, Restrictions and Transfers (DART) rates
- Continuation of pay costs
- Health insurance premiums and health care costs (to the employer and employee)
- Recruitment, rehiring, and new employee costs associated with staff turn-over

Cost of an Employee Wellness Program

- Few resources are needed to start a program.
- Many employee wellness activities are free or low cost; they just require some employee time to plan.

Federal Authority

NPS is authorized to establish employee health programs within available appropriations to promote and maintain the physical and mental fitness of employees. Employee health programs are authorized under 5 U.S.C. §7901.

[1] Presenteeism is low on-the-job productivity due to health and/or personal issues

[2] NPS spends more than \$21,000,000 every year on workers' compensation costs for occupational illnesses and injuries suffered on duty.

Health and Wellness Education and Information:

The intent of this part of the program is to educate and inform employees on all matters of health and wellness. Aspects include:

- Health and wellness information posted on safety bulletin boards, items in the park's morning report, and through email blasts.
- Employee Health and Wellness Fairs.

- Information in Employee Safety Handbooks.
- Guest Speakers and Brown Bag events. We strongly encourage Brown Bag events to be hosted during regular work hours, rather than a lunch break, to encourage participation of work-related activities and to protect personal time to recharge over lunch breaks.
- Other employee suggested events and outlets.

Physical Activity and Personal Health Improvement:

The Superintendent and Leadership Team encourage employees to engage in activities that promote positive physical health and general wellbeing. While these activities are primarily accomplished during non-duty periods, the team is encouraging activity through a couple of programs. Employees should consult their physician prior to engaging in any wellness or exercise program.

Employees are encouraged to utilize one of the following wellness activities during an authorized break. These 15-minute segments cannot count towards your non-duty time wellness agreement hours. Injuries incurred during this time *may* be covered by OWCP; eligibility is determined on a case-by-case basis.

Wellness Walk gives each employee the opportunity to participate in a 15-minute walk period. The 15-minute segment may only be used for walking, stretching, or yoga. This program is not mandatory, and employees and their supervisors will ensure employee's absence does not impact park operations.

Reflective Recharge gives each employee the opportunity to participate in a 15-minute period of quiet time. The 15-minute segment may only be used for reading, writing, practicing yoga, meditation, spending time in nature or other supervisor approved activity that promotes quiet time, reflection, and recharging.

Non-Duty Time Wellness Agreement: Each employee must sign an agreement to be included in this opportunity – it is voluntary. The following positive support is provided for employee participation:

Time that Wellness Agreement is in place and employee is on payroll	Hours of Wellness Activities on your own time	Time Off Award*	Award- Other*
6 months or less	26	4	Non-monetary prize award The employee may suggest a non-monetary award of up to \$50 value. This proposed award must be approved by the superintendent, or designee (typically the Administrative Officer).
	52	8	
6-12 months	78	12	
	104	16	

*Each employee is eligible for one Time-Off-Award or Award-Other, not both.

Additional Requirements: Employees must document personal non-duty time used for physical fitness and wellness activities on an activity log. *Employees who are eligible to receive PT may log those as wellness hours so long as they do not count for more than 40% of the total wellness hours for a given year.* Employees must be a current employee to participate in this program. Each employee, regardless of status, is eligible to develop an agreement in coordination and approval of their supervisor. Each agreement must be in place for a minimum of three months, may last up to 365 days, and then must be renewed for the following year.

Employees can start the log at any time for the FY they're in, but must turn it in at least 2 pay periods before the end of their season, departure for another job, or end of that fiscal year.

Only 1 award may be earned per 12 months.

Prior to participation in this program, employees must receive approval from their supervisor and have a signed agreement. Qualifying activities for the program should be discussed with the supervisor and could include:

- Enrollment in a fitness program through a fitness center, gym, or community center.
- Participation in smoking cessation, stress management or nutrition programs.
- Each individual fitness/wellness program may include a multitude of activities.
- Employees should consult their supervisors on what elements of their personal plans may be applied toward a time off award. Please consider the eight components of wellness and for a more holistic approach to wellness.



Edward T. Keable
Superintendent
Grand Canyon National Park

Non-Duty Time Wellness Agreement Grand Canyon National Park

This is an agreement between:

Grand Canyon National Park

AND

(Employee Name)

This agreement is the basis for developing respective responsibilities between Grand Canyon National Park and the participating employee.

The Grand Canyon National Park Wellness Incentive Program takes a holistic approach to health and wellness for employees. This agreement is one aspect of the overall park wellness program.

A. Conditions of Non-Duty Time Employee Wellness Agreement.

- The program is voluntary and is open to all employees who are achieving a fully successful or higher rating in their current performance period.
- Employees must be on the park payroll to participate in this program. Volunteers, non-NPS interns, and concessions employees are not eligible to receive NPS time-off awards.
- Prior to participation in this program, employees must coordinate with their supervisor on their intention on working toward a participation time off award.
- Fire and Law Enforcement employees already receive physical fitness (PT) time as part of their positions. Employees who are eligible to receive PT may log those as wellness hours too as long as they do not count for more than 40% of the total wellness hours logged for a given year. At least 60% of their wellness hours must be non-duty hours.

B. Employee's Responsibility.

- Participants are solely responsible for their own health and wellness and must ensure that they are physically capable of participating in their chosen activity(s). The park encourages participants to consult with their personal physician before beginning any physical activity.
- Participants will specify the start and end date to his/her program in an agreement with his/her supervisor.
- Participants will track activities(s) and time using the approved tracking log.

C. Supervisor's Responsibility.

- Supervisors should encourage participation in the program whenever possible.
- Supervisors will approve activities, within the spirit of the plan, recognizing a wide variety of activities have health and wellness value.

- Supervisors will review and verify participant's tracking log(s).
- Supervisors will generate and submit appropriate paperwork for award.
- Time off awards will be covered by the employee's division budget.

Signatures

I understand and agree to the criteria outlined in the Non-Duty Time Wellness Incentive Program Agreement. I have voluntarily entered this program at my own risk and with the approval of my supervisor. I further understand that my approved activities will occur outside of my duty hours and will not impact park operations in any way.

Participant's Name

Date

Supervisor's Name

Date

Division Approval

Date

Activity Log

[illegible]

Signature of Supervisor _____