

Departmental Well-Being Checklist

BE A LEADER IN WELL-BEING

Anyone can be a leader in promoting a culture of well-being. Employees who are given opportunities to enhance their well-being are healthier and happier, which leads to greater engagement and satisfaction at work.

Contribute to the culture of health in your department by:

- ☐ Taking time to practice your own self-care
- ☐ Promoting workplace flexibility to support time for exercise, work/life needs, family priorities, and other interests that are valued by each individual
- ☐ Adding well-being topics or activities to staff meeting agendas
- ☐ Creating a wellness committee to provide input to the Wellness Ambassador and other departmental leadership
- ☐ Following the 20-20-20 rule: Every 20 minutes, stand for 20 seconds, and look 20 feet beyond your computer
- ☐ Scheduling active meetings, inclusive of all abilities
- ☐ Being supportive of others' psychological and mental health concerns
- ☐ Encouraging faculty/staff to complete the Personal Health Assessment
- ☐ Engaging in meditation or mindfulness practice for 3-5 minutes daily
- ☐ Practicing gratitude
- ☐ Utilizing a centering activity like positive reflection or deep breathing
- ☐ Promoting lifelong learning via trainings, workshops, and professional development opportunities
- ☐ Dedicating a bulletin board to wellness tips
- ☐ Taking extra efforts to learn and appreciate the uniqueness of each individual in the work group and the strengths they bring to work
- ☐ Providing healthy food options when catering



Well-being at the University of Iowa is a process focused on life-long learning that promotes and sustains optimal health, personal connectedness, meaningful experiences, and a purposeful life.

When employees have a high sense of well-being, they are better able to bring their best and authentic self to work, be physically and mentally prepared to show up, communicate well, and serve the mission of the University of Iowa.



Department/Unit-Level Well-Being Programs:

Organizations that have a culture of well-being value the whole person. Services listed below are free programs to enhance your local culture around well-being.

Identify Wellness Ambassadors

Wellness Ambassadors play a vital role in supporting **liveWELL**'s mission to promote lifestyle improvements that support good health and improved quality of life.

Nominate Wellness Heroes

Wellness Heroes is a peer to peer nomination to recognize faculty and staff members who are practicing healthy behaviors that are inspiring to others in the workplace.

Explore Work Arrangement Resources

Providing various forms of **flexibility and autonomy** will positively impact retention efforts, work-life fit, workload, staff commitment, productivity and the overall work culture.

Wellness Grants

Annual **Wellness Grants** provide funding for departments to promote well-being at the local level.

Explore Resources for Managing Change

UI EAP is committed to **providing resources** for improved emotional health and well-being. Information on resilience, depression and anxiety, relationships, stress management, compassion fatigue, alcohol and substance abuse, sleep, and grief are available. Additionally UI EAP is a free and confidential resource to support UI Faculty and Staff and their dependents in navigating change. University HR's Organizational Development team offers a wealth of resources on Change Management for you as well.

hr.uiowa.edu/development/organizational-development/change-management

Additional Health and Well-being Resources available at the University of Iowa that focus on the WHOLE PERSON:

- Support for supervisors
- Ergonomics
- Confidential counseling
- Sleep programs
- Elder caregiving resources
- Diabetes Prevention Program
- Back-up childcare options
- On-campus lactation rooms
- Health Coaching
- Wellness resource videos
- Recreation and fitness opportunities
- Recreation membership incentive
- Mindfulness-Based Programs
- Financial education
- New parent resources
- Learning and Development
- Leadership Training



Family Services

familyservices@uiowa.edu

hr.uiowa.edu/well-being/family-services



liveWELL

livewell@uiowa.edu

hr.uiowa.edu/well-being/livewell



UI Employee Assistance Program

eaphelp@uiowa.edu

hr.uiowa.edu/well-being/employee-assistance-program



Mental Health at Iowa

mentalhealth.uiowa.edu

IOWA

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Human Resources

Questions? Contact us at livewell@uiowa.edu or 319-353-2973

➔ HR.UIOWA.EDU/EMPLOYEE-WELL-BEING