

2010 No Employee Left Behind Award Self-Assessment Workbook

Introduction

The manual is for use by individuals who are working toward obtaining the Illinois Park and Recreation Association's Health and Wellness award, "No Employee Left Behind". It is composed of four parts:

1. The award process
2. The initial application
3. The self-assessment
4. The evaluation

Every park and recreation Agency should be concerned with providing their public with the tools and resources to live a healthy lifestyle. Although we do a great job offering quality programs and facilities to our patrons, the IPRA Health and Wellness Task Force's focus is not only for our community, but for the health of our professionals in our field. Based on the results of a survey that was sent out to every Agency in October of 2007, it was determined that many staff in our profession are very concerned about leading a healthy lifestyle, but for a variety of reasons, many of us are not practicing what we preach. From this, the idea for an IPRA healthy living award was born, and affectionately entitled, "No Employee Left Behind", or NELB.



The idea of NELB and healthy living is much more than adding physical activity to your day and counting calories. This program encompasses the six dimensions of wellness working towards developing a well-balanced life from the inside out. The six dimensions are: Physical Activity, Social, Emotional, Intellectual, Spiritual and Environmental. Healthy employees are paramount to having a healthy Agency - higher productivity, lower absenteeism, and more! Listed below are the original group of Health and Wellness Task Force members who have dedicated themselves to take time and effort to formulate this award:

Disclaimer

Wellness programs are a great benefit to employees, but may pose some legal risk if they are not designed in compliance with current federal regulations, such as HIPAA, ERISA, ADA and the Internal Revenue Code as well as applicable state laws. Legal compliance is especially important if significant incentives or rewards are associated with wellness program participation and achievement. For this reason, it is important that parks and recreation agencies take legal issues into consideration when designing employee wellness programs.

Health and Wellness Committee Members

Lori Neubauer, Itasca Park District

Chair

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Lori Neubauer is the fitness manager for the Itasca Park District. She has held that position for the past 9 years. Lori has been involved in the fitness industry for the past 21 years, teaching aerobic classes, personal training, managing fitness centers, speaking and presenting at conferences.

Maddie Kelly, Oak Lawn Park District *Co Chair*

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Maddie Kelly is the Director of the Oak Lawn Park District. She has always lived by the adage, "healthy body, healthy mind". She started an Employee Wellness program for her staff long before it was in vogue.

LoriKay Paden, Chair, University of Illinois *Past Chair*

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LoriKay Paden is the Community and Education Services Coordinator for the Office of Recreation and Park Resources at the University of Illinois. She conducts classes and workshops for park and recreation practitioners in customer service planning, program evaluation, health and fitness, and the benefits of parks and recreation.

Greg Ney, CPRP Buffalo Grove Park District

Greg Ney has been involved with volunteering, coaching and working with local communities for the past 18 years. He was the past chairperson for the IPRA - Athletic Committee, the State Director for Pitch, Hit & Run and coaching numerous youth teams over the years.

Gina Rodriguez, Joliet Park District

Gina Rodriguez is the Fitness Coordinator of the Provena St. Joseph Inwood Athletic Club at the Joliet Park District. Gina has been in the fitness industry for the past 8 years in many capacities; desk staff, personal trainer, group instructor and manager.

Nancy Thiemann, Streamwood Park District

Nancy Thiemann is the Fitness Supervisor at the Streamwood Park District. She has worked as a Parks and Recreation professional for 8 years in Fitness and Facility management. She came to Parks and Recreation as a personal trainer, strength and conditioning coach and Figure Skating professional.

Ginger Hill, PDRMA

Ginger Hill joined PDRMA as the Health Risk Management Services Consultant in July 2007. She is responsible for developing and implementing wellness programs and encouraging the development of wellness-oriented workplaces for the PDRMA membership. Ginger received her BS degree in pharmacy and MS Degree in Health Education from Purdue University. She has earned and maintains her designation as a Certified Health Education Specialist to corporate executives.

Dee Kaiser, Roselle Park District

Dee Kaiser is the Aquatics & Recreation Supervisor at the Roselle Park District where she manages aquatics operations, cultural arts programs, and adult trips. Dee grew up in park districts and has been working in these agencies since she was 14. Dee has been involved in IPRA for the past two years as the Student Section Chair and as an active member in the Facility Management Section.

Heather Weishaar, Illinois Park & Recreation Association

Heather Weishaar is the Development & Project Director at the IPRA. She is the staff liaison to the Health & Wellness Task Force.

THE AWARD PROCESS

- I. **The award process.** What are the benefits of going for this award? Not only are you investing in the health and well being of your Agency's most valuable asset, your employees, you will receive recognition among your fellow professionals and board members. Upon receiving the award, a representative from the IPRA Health & Wellness Committee will present the award at the IPRA Annual Meeting, held during the IAPD/IAPD Annual Conference. Your Agency will also be mentioned at the Friday All Conference Awards Luncheon. **More than one Agency can be recognized annually.** The award term is 5 years – at that time agencies are encouraged to re-apply. Agencies that do not receive the award may re-apply each year.
- II. **The initial application.** The interested Agency contacts the IPRA and fills out an application form for the No Employee Left Behind award. Forms can be downloaded on IPRA's website. This application, along with the non-refundable application fee of \$75, is then sent to the Health & Wellness Committee for review.
- III. **The self-assessment.** The Agency conducts a self-assessment on their Agency's commitment to healthy living. The 6 sections of standards and suggested levels of compliance are included in this manual. The self-assessment report is used by the committee and the on-site team as the primary documentation of the criteria for the award. The Agency submits a hard copy of the self-assessment to each member of the visitation team. An example of a section of the self-assessment is included in the back of this manual.

What constitutes a standard?

A standard is a statement of desirable practice as set forth by experienced and recognized professionals.

Development of the NELB standards

The standards for this program were determined by leading professionals in the Health and Wellness field throughout the state of Illinois. A special committee of the Illinois Park and Recreation Association was initiated in October of 2007 to explore the possibility of offering an award.

Scope of the Standard

The standards are organized into six major categories: Physical, Intellectual, Social, Environmental, Emotional and Diversity. They are inter-related and one category cannot be independent of any other. Each category is comprised of a varying number of standards, with fundamentals in four out of the six categories.

The Commentary

In order to better understand the standards, there is an explanation following the statement of the standards.

Suggested Evidence of Compliance

For each standard there is a section "Suggested Evidence of Compliance". This suggestion is made so that the Agency may better understand what type of documentation will give evidence of meeting the standard. Understand that these are only suggestions and other documentation/evidence may be used. The documentation is to be included in the Agency's self-assessment report. The total possible points are achieved by complying with the coordinated number of evidences of compliance.

For Example:

Standard 1:4 – There are 7 examples of evidences of compliance. Four points are available. In order to achieve the 4 points you must show that you have complied with the 4 examples of evidence or a combination of those and Agency initiated examples.

- IV. The evaluation.** The onsite visitation team will consist of one member. The team will have a copy of the Agency's self-assessment as designated by the assigned mentor (no later than October 31). The visitation team will then report its findings to the Health & Wellness Committee and determine if the Agency is eligible for the award.

An Agency must comply with all "fundamental" (mandatory, required) standards, which are marked with the icon and are bold-faced. As for the other standards, 90% of the applicable standards must be met. There may be a few Standards which are not applicable to a particular Agency. If an Agency believes a Standard is not applicable to it, the Standard should be marked DNA.

This self-assessment workbook is primarily a checklist for which standards have been met and which will need some additional work. When the visitation team comes to the Agency they will have a workbook with all of the standards and the scoring system. For each standard, there will be a box which will be marked "Met" or "Not met". There will also be a space for notations as to what "evidence of compliance" is being used to document compliance, what additional evidence is needed, or that the Agency does not meet that particular standard. Please note that there is no "Partially met" in the actual scoring. The standard is either met or not met.

The NELB task force has prepared a tool kit which can be obtained from the IPRA website <http://ilipra.org/nelb/>. This tool kit has been provided to assist the Agency in preparation for the self-assessment report.

- V. The application process.** The application can be downloaded from the IPRA Website. Upon receiving your application the Agency will be assigned a NELB mentor. This individual will be available to answer your questions or concerns. If you need additional information on the award, please contact Inebauer@itascaparkdistrict.com or visit <http://ilipra.org/nelb/>



Denotes mandatory standard

SECTION 1 - PHYSICAL

1.1 Wellness Policy



The recreation Agency should recognize their employees as one of its most important assets. It should also recognize that physical fitness, emotional well-being and a safe work environment are critical components for a healthy and productive workforce.

Commentary:

A safe work environment when combined with physically fit employees, leads to fewer absence from work and less use of medical resources. It can also lead to lower medical insurance costs. All of which increase productivity.

Suggested Evidence of Compliance:

- Provide a copy of the Agency wellness policy

- Provide evidence of an Agency formation of Wellness Committee, participation in "54321" or similar Wellness program

1.2 Healthy Eating Habits

The Agency should promote healthy eating options.

Commentary

Agency posts or distributes information on healthy eating; the food pyramid, making good choices, etc. The Agency can provide annual seminar/class from certified dietitian and/or nutritionist, offer healthy options in vending machines and/or concession operations.

Suggested Evidence of Compliance

- Record of food served at meetings
- Evidence of distribution of information to full-time employees
- Record of seminar/classes offered
- Evidence of healthy options

Total possible points: 3

1.3 Increase Physical Activity



Commentary

The Agency should provide employees with opportunities to engage in continuous physical activity (passport) for a minimum of 30 minutes 3 days a week (activity outside normal job requirements). Such as but not limited to, walking clubs, sponsorships, league fees (i.e. Agency softball, bowling, bags team) providing pedometers and pre- and post-work exercise opportunities.

Suggested Evidence of Compliance

- Show classes/programs offered for employees only
- Copy of registration/entry form
- Agency participates in IPRA Go! program

1.4 Preventative Care - Wellness Checks

The Agency should show that they support wellness checks.

Commentary

Agency will post and/or distribute information and show documentation on the benefits of preventative and routine health physicals, OB/GYN, dental and eye wellness checks. The Agency should provide staff with free health screenings (i.e. blood pressure) and host annual seminars on benefits of healthy living by hospital staff.

Suggested Evidence of Compliance

- Evidence of distribution of preventative care benefits
- Evidence of seminars
- Evidence of annual health screening day
- Evidence that Agency insurance covers preventative care or offers a reimbursement program
- Evidence that Agency offers seminars on support for quitting smoking
- Evidence that Agency offers incentives for smoking cessation
- Evidence of distribution/education for ergonomically correct workspace

Total possible points: 4

SECTION 2 - INTELLECTUAL

2.1 Reading for Educational and Personal Development



Studies are accumulating that emphasize the importance of reading for pleasure for both educational as well as personal development.

Commentary

Promoting reading can have a positive impact on staff

Suggested Evidence of Compliance

- Evidence that current newspapers and professional periodicals are available to staff
- Evidence that current events or trends are discussed at a staff meeting
- Evidence that information on local book clubs to join and information on how to start a book club is provided for staff
- Evidence there is a library with professional and books on leisure available for staff to share
- Encourage staff to and /or reimburse staff for periodicals in their specialty

2.2 Maintaining Intellectual Stimulation

Intellectual well-being involves lifelong learning through your formal education and informal life experiences. Well-being in this area increases your openness to new ideas and maintains a sense of humor, creativity and curiosity.

Commentary

Professional or special interest organizations certify individuals as evidence that they have had certain training or accomplished certain levels of competence in the field. There are many certifications offered in the field of Parks and Recreation. Some of these include CPRP, life guarding, first aid/CPR, aerobics instructor/personal trainer, etc.

Suggested Evidence of Compliance

- Evidence of continuing education policy
- Provide copies of individual's certifications/CEUs forms
- Compensate staff for CEUs. Show any type of congrats for staff obtaining CEUs
- Evidence of classes and professional development programs available to staff in house
- Evidence that Agency pays for staff to attended at least one professional development class annually

Total possible points: 4

2.3 Intellectual Exercises and Activities - Brain Fitness

Studies show that performing certain intellectual activities help to maintain memory, increase creativity and productivity.

Commentary

People often believe that intellectual exercise is dull because they relate it to the learning (gaining the knowledge) and formal logic. Participating in mentally challenging aerobics or leisure activities such as crosswords (even Jumble or Sudoku), reading, and playing board games may help you stay mentally sharp.

Suggested Evidence of Compliance

- Provide example on different types of "Brain Fitness" exercises available to staff
- Provide evidence that a brain-fitness challenge is available to staff
- Evidence that a brain fitness challenge is offered once a month

Total possible points: 2

SECTION 3 - SOCIAL

3.1 Community Involvement

The positive impacts of quality leisure need to be realized outside of the workplace.

Commentary

Research shows that healthy and supportive relationships can reduce stress and improve your overall health and sense of well-being. Building a network of supportive friends, or even just one supportive relationship, can be vital to your well-being. Recreation professionals need to participate in active and inactive recreation outside of the workforce.

Suggested Evidence of Compliance

Provide evidence that the Agency encourages and supports the participation in clubs/social or volunteer networks outside of the workplace.

Total possible points: 1

3.2 Promoting Recreation Among Staff In-House

Staff should be encouraged to "practice what we preach." "The staff that plays together stays together."

Commentary

Studies show that recreation reduces stress, improves physical and mental wellness, and enhances self esteem. Especially in these times of increasing health and social ills, it is critical to reap the benefits of participating in recreational activities. Sometimes as practitioners we get so caught up in our work that we forget to "take time for fun." The organization should promote teamwork and activities through recreational activities.

Suggested Evidence of Compliance

- Provide examples of recreational opportunities that are present in-house. Give examples of the ability to interact in a social network. Identify participation in IPRA affiliated social activities.
- Provide evidence of staff team building exercises
- Prove that Agency encourages the use of other programs/facilities within the Agency; i.e., softball, swimming, fitness
- Provide information on National Employee Fitness Day or other wellness related activities/events

Total possible points: 3

3.3 Workplace Camaraderie

The Agency should foster an environment for staff to be supportive and encouraging toward one another.

Commentary

It is important that staff have the opportunity to address personal issues affecting them so that they can focus on their work tasks. The Agency should promote communication and interaction between staff members and encourage a supportive work environment.

Suggested Evidence of Compliance

- Provide evidence that the Agency urges staff to take teamwork approach
- Provide evidence that staff organizes "Pot Luck" lunches including all Departments
- Provide evidence that each Department hosts a social in which all other departments are invited to attend

Total possible points: 3

3.4 Promote the Value of the Employee



Commentary

Employees need to feel appreciated; that they don't work for nothing.

Suggested Evidence of Compliance

- Provide evidence that the organization builds employee morale by birthday recognition, holiday parties, employee newsletter or emails congratulating them on successful programs

3.5 Staff Volunteerism

The Agency should encourage staff to be members of local volunteer organizations or to volunteer for a "Cause".

Commentary

An important component of volunteerism is the desire to be of service to other humans and the planet.

Suggested Areas of Compliance

- Provide evidence that staff is active in community and professional organizations
- Provide evidence that Agency volunteers to a "Cause" or contributes to a cause
- Provide evidence that the Agency utilizes its Foundation or designates special funds to support those in "need"
- Provide evidence that the Agency sponsors a "Clean the Park Day" where staff volunteers time to clean various parks

Total possible points: 2

SECTION 4 - ENVIRONMENTAL/SAFETY

4.1 Environmentally Aware and Involved Employees

Employees who work for a public recreation Agency should set a high standard of leadership and competency in maintaining and improving the quality of the environment.

Commentary

Agencies should make a commitment to educate employees on becoming environmental leaders and demonstrating this through their actions.

Suggested Evidence of Compliance

- Provide evidence of the Agency's environmental policy
- Provide evidence of participation in the IPRA environmental report card
- Provide evidence that the Agency recognizes achievements of environmental excellence and innovation of its employees

Total possible points: 3

4.2 Recycling Program

With the amount of pollution piling up in our ground, air and sewer systems, people are turning to the benefits of recycling to help save the environment.

Commentary

Although we know the benefits of recycling are helpful in maintaining our natural resources so that they will last longer, we still find reasons to avoid recycling. Park and Recreation Agencies should be leading examples in recycling efforts.

Suggested Evidence of Compliance

- Provide evidence of a recycling program

Total possible points: 1

4.3 Comfortable Work Space



Provide a comfortable work environment.

Commentary

Lighting, room temperature, and cleanliness are a few of the important factors that help determine the comfort level of the workers. There should be adequate office space for personnel with satisfactory workspace and storage facilities. Employees have the right to breathe clean air.

Suggested Evidence of Compliance

- Provide evidence of a checklist and or pictures of the types of space provided for staff
- Provide evidence that the Agency is compliant with the Smoke Free Illinois Act

4.4 Importance of Employee Safety



The employer has the responsibility to ensure that programs areas, and facilities are as safe as possible for staff, and to minimize health risks.

Commentary

Employers are obligated to maintain a safe working environment, provide proper tools and equipment, train employees, and maintain records about occupational injuries and illnesses.

Suggested Evidence of Compliance

- Provide evidence of a risk management plan. Include list of names on safety committees
- Conduct "In Service" training for employees so they know how to utilize given safety information

4.5 Responsible Alcohol Use

Commentary

Alcohol is the nation's leading cause of preventable death after smoking and obesity. The consumption of alcohol can have beneficial or harmful effects depending on the amount consumed, age and other characteristics of the person consuming the alcohol, and the specifics of the situation.

Suggested Evidence of Compliance

- Provide evidence that the Agency assigns an employee designated driver at all Agency events where alcohol is served to employees.
- Provide evidence that a drug free workplace policy is in place.
- Offer education about alcohol and drug abuse in the workplace.
- Provide support and substance abuse intervention to employees as necessary.

Total possible points: 1

SECTION 5- EMOTIONAL CRITERIA

5.1 Functioning Human Resource Services



Commentary

The Agency should adhere to a set of policies designed to maximize organizational integration, employee commitment, flexibility and quality of work. It should improve the quality of the staff's work environment.

Suggested Evidence of Compliance

- Provide evidence that Agency has an HR staff or appointed employee with complete understanding of benefits package and contacts for external resources if needed.
- Provide evidence that staff receives HR information in staff orientation upon hire.
- Provide evidence that Agency has access to an employee assistance program (EAP) where employees can go for help when they need it
- Provide evidence that district regularly promotes EAP services to their employees
- Provide evidence that the Agency provides EAP service to assist employees who are battling addictions

5.2 Personal Days

Commentary

Personal Days allow employees a "time out" that is separate from vacation or sick leave.

Suggested Evidence of Compliance

- Provide evidence that Personal Days are offered in the benefit package

Total possible points: 1

5.3 Time Management Coaching/ Stress Management Workshops

Commentary

Employees feel overwhelmed; high stress levels and lack of time make it difficult to make time for personal wellness.

Suggested Evidence of Compliance

- Provide evidence that time management and stress management workshops are offered
- Provide evidence that articles, tools and tips are offered to help them manage the work day

Total possible points: 2

5.4 Intrinsic Motivation

The Agency should take the time to engage in practices that help encourage staff to be inspired.

Commentary

Staff that are inspired are creative. The work environment should not only foster but expect creativity, e.g., don't settle for the same program year after year, but find new ways to do the same program differently. Supervisors motivate staff to put their own "signature" on a program.

Suggested Evidence of Compliance

- Provide evidence motivational quotes posted
- Provide evidence that Agency provides a motivational speaker at least once a year
- Provide evidence that supervisors send appreciation notes to the staff
- Provide evidence that offices are decorated with flowers, plants or other inspiring décor

Total possible points: 4

SECTION 6 - DIVERSITY

6.1 The Agency Should Encourage/Promote Diversity in the Work Place



Documented policies and practices are substantive proof that the Board is supportive of Diversity in the Workplace.

Commentary

Everything starts at the top. If the Board buys into the concept of Spirituality/Diversity in the Workplace to the extent of adopting policies and supporting practices, staff will be more willing to accept and embrace the concept.

Suggested Evidence of Compliance

- Provide evidence that policies adopted by the Board are included in the Agency Policy Manual that are specific to Spirituality/Diversity in the Workplace
- Provide evidence of diversity training/information for staff.

6.2 The Agency Should Foster a Work Environment that Promotes Respect

The Agency should recognize the importance of respect for the environment; other people's personal privacy (physical space and belongings); different viewpoints, philosophies, religion, gender, lifestyle, ethnic origin, physical ability, beliefs and personality.

Commentary

Spirituality is respect for your surroundings whether that is nature, "material things", or other people and their beliefs. A true spiritual person has their own moral beliefs, and respects others beliefs and values even if those are different.

Suggested Evidence of Compliance

- Provide evidence that Agency provides time for "reflection"
- Provide evidence that Agency recognizes the first Thursday in May as "Prayer Day" or "Reflection Day"
- Provide evidence that Agency provides a quiet area for lunch alternatives
- Provide evidence that Agency promotes "Nature Day"
- Provide evidence that Agency recognizes and embraces all religious holidays
- Provide evidence that the Agency offers opportunities to participate in classes such Yoga, Meditation, Feng Shui, etc.
- Provide evidence that Agency recognizes and embraces all religious holidays

Total possible points: 3

6.3 Character Building Program is Promoted Throughout the Agency

Commentary

Character building is comprised of characteristics such as; trustworthiness, respect, responsibility, fairness, caring and citizenship.

Suggested Evidence of Compliance

- Provide evidence that the message is included in written material, program guides, brochures, newsletters, etc.
- Provide evidence that signage in parks, programs, facilities promote the message
- Provide evidence that the message is included on Agency clothing, i.e., day camp t-shirts, sweatshirts, golf shirts, etc.
- Character Counts Program.

Total possible points: 1

Total mandatory Standards: 8
Total non-mandatory points possible: 38

Total points needed for award recognition is 34 points (90%)