The Office of Human Resources and its Employee Wellness Group recognizes and acknowledges departments that have made a commitment to support the well-being of employees. We encourage the entire ASU community to take an active role in creating a healthy workplace for all employees.

Join us on this work-to-wellness journey through the **Certified Healthy Department Program**. Your department may already qualify or will need to make minor changes to become an ASU Certified Healthy Department. Departments will be recognized in a variety of ways and will join others as Employee Wellness partners.

The process is simple. Complete and email us the attached application on pages 2 and 3 for the Certified Healthy Department distinction. If you have questions about the form or need assistance creating a healthier office culture, contact Wellness Program Manager Elizabeth Badalamenti. Read more about **Healthier Eating at Work** on page 4 and share the article with your staff.

Thank you for your commitment to health and wellness.

**Elizabeth Badalamenti**
Wellness Program Manager ASU
Employee Wellness
Office of Human Resources
Department: __________________________ Building code: __________
Contact name: __________________________
Contact email: __________________________ Phone: __________

1. How many employees are in your department?
   - ☐ Less than 10  ☐ 10-50  ☐ 51-100  ☐ More than 100

2. What screenings-evaluations and preventive programs do you offer? Check all that apply.
   - ☐ We encourage all benefits-eligible employees to enroll annually in the Health Impact Program.
   - ☐ We arrange on-site biometric screenings annually through Employee Wellness—20-person minimum.
   - ☐ We encourage employees to participate in on campus biometric screening events.
   - ☐ We allow employees to use sick leave to get a physical, mammogram or another preventative exam.
   - ☐ We inform employees about the annual flu shot program on campus and encourage participation.
   - ☐ Wellness is routinely – at least quarterly - on departmental meeting agendas and often a topic in our internal communication.
   - ☐ Other:

3. What physical activity programs do you offer? Check all that apply.
   - ☐ We provide flexible work schedules to allow employees time for physical activity.
   - ☐ Employees can take advantage of physical activity classes offered during working hours though Wellness classes.
   - ☐ We host walking or standing meetings quarterly.
   - ☐ We support physical activity breaks during the workday, such as stretching or walking.
   - ☐ We support department-based fitness challenges, at least quarterly.
   - ☐ We support departmental walking clubs.
   - ☐ We encourage employees to take advantage of discounted gym memberships through employee discounts and Sun Devil Fitness.
   - ☐ We offer ergonomic desk alternatives - i.e., stability balls, sit-to-stand desks, walking workstations.
   - ☐ Other:

4. What nutrition programs apply to your department? Check all that apply.
   - ☐ We have requested healthy options for vending machines.
   - ☐ We provide healthy options at all meetings and conferences
     See attached Guidance for Healthier Eating at Work.
   - ☐ We provide protected time and dedicated space away from work area for breaks and lunch.
   - ☐ We allow employees to use sick leave for consultations with a registered dietitian.
   - ☐ We encourage employees to attend nutrition classes-sessions offered on campus.
   - ☐ Our employees are aware of the ASU wellness services offered through campus health
   - ☐ Other:
5. **Which mental health-stress management programs do you offer?** Check all that apply.
   - □ Training supervisors, within the last year, to help understand mental health issues and better assist employees.
   - □ Flexible work schedules so employees can participate in campus mental health programs.
   - □ Employees are allowed to claim sick leave for medical appointments related to mental health.
   - □ We promote and encourage employees to use ASU’s Employee Assistance Program.
   - □ We promote stress management through “quiet rooms,” on-site relaxation classes, proper lighting, sound reduction measures or other techniques.
   - □ Other:

6. **What tobacco education programs are available?** Check all that apply.
   - □ We educate employees about [tobacco cessation](#) benefits and services.
   - □ Flexible work schedules to allow employees to attend smoking cessation classes
   - □ Other:

7. **Is your department aware of the Health Impact Program that allows benefits-eligible State of Arizona employees, including university faculty and staff, to earn as much as $200?**
   - □ Yes  □ No

8. **Have you offered training to staff to help them register and log HIP points?**
   - □ Yes  □ No

9. **Who have you identified as your department wellness coordinator?**
   - This coordinator shares health and wellness information with departmental employees and also encourages them to develop their own wellness goals and initiatives by working with the Employee Wellness Program.
   - **Name, email of wellness coordinator:**

10. **What other health-related programs do you want offered that are not listed above?**

    |   |   |
    |---|---|
    | 1 |   |
    | 2 |   |
    | 3 |   |

I have reviewed our department’s Certified Healthy Department application. I approve the application and agree to support and sustain a culture of wellness in my department.

________________________________________
Supervisor’s signature

________________________________________
Supervisor’s printed name

________________________________________
Date
Healthier Eating at Work

These guidelines will help you select food and beverages for breaks or meals at meetings, conferences and other work-related events. When planning menus, provide options that accommodate various dietary preferences and needs.

1. Offer a variety of whole grains, legumes, fruits and vegetables.
   
   Examples: Fresh fruit and salads; fresh and cooked vegetables; whole grain breads, pastas and cereals, beans, hummus or granola bars.

2. Provide fat-free, low-fat or low-calorie foods and beverages.
   
   Examples: Provide fat-free or low-fat dressings such as salsa, low-fat yogurt dressings or sweet mustard; low-fat or low-calorie desserts such as fruit, low-fat or skim milk, low-fat cheeses or yogurts; and lean meats, poultry or fish; cooked and dried beans, peas and lentils.

3. Offer foods and beverages low in added sugar.
   
   Examples: Unsweetened cereals, fruit spreads, cereal bars, water, 100% fruit juices, and regular and decaffeinated coffee and tea.

4. Serve foods low in salt and sodium.
   
   Examples: Unsalted pretzels, popcorn or baked chips; grilled or roasted entrees; and entrees cooked with spices and herbs instead of salt.

5. Include smaller portions.
   
   Examples: Mini-muffins and bagels; one-inch, low-fat cheese squares.

6. Consider offering only beverages at mid-morning and mid-afternoon breaks.

More information

Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events, University of Minnesota

Workplace Health Resources, Centers for Disease Control and Prevention

Meeting Well: A Tool for Planning Healthy Meetings and Events, American Cancer Society

ASU

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