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|  <b>Policy #: HRM-11</b> | <b>Page #: 1 of 2</b>                |
| <b>Ref #:</b> 1302.45(a), 1302.47(b)(5),<br>1302.93(b), 1302.90(a)  | <b>Policy Council Approval Date:</b> |

**COMPONENT: HUMAN RESOURCE MANAGEMENT**

**SUBJECT: SUPPORTING THE WELLNESS OF ALL STAFF**

**PERFORMANCE OBJECTIVE:** Highland Rim Head Start staff will provide a productive, safe, healthy work environment that cultivates staff wellness.

To ensure the program supports a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health, the program will implement policies, procedures and strategies to support staff wellness that are informed by program data. The program must ensure all staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum, the requirements listed in 45 CFR § 1302.47(b)(5).

**POLICY AND PROCEDURE:**

All Agency Staff will receive ongoing support, resources, and training to promote their physical and emotional wellness. Highland Rim Economic Corporation (HREC) will provide a work environment that is safe and comfortable and promotes respect, trust, and teamwork. The program will train staff on agency and program policies to ensure that there will not be any form of discrimination in the workplace based on disability, race, color, religion, national origin, or sex. The program will promote a work environment where staff feel empowered to make decisions and know that program leadership is here to support them.

HREC will utilize program data to identify staff needs, challenges, and concerns. Data may include annual staff survey information, classroom observation documents, performance reviews, exit interviews as well as information from communication with management.

Management will identify and implement strategies and resources to support staff wellness.

HREC will provide:

- Employee Assistance Program (EAP)
- Paid Time Off (PTO)
- Short-Term Disability Insurance
- TN Child Care Wage Program
- Paid inclement weather days

- Dedicated outside space for staff breaks @ Complexes
- A process to “tap out” and temporarily step out of the classroom
- Half Day Planning
- Monthly Newsletter
- A Safe work environment
- Team Building Activities
- Shout-Outs and Acknowledgements to Staff on Facebook
- Assess needs/interests of Staff
- Trainings:
  - Team Building
  - Budgeting
  - Mental Health
  - Relaxation Methods
- Staff Appreciation includes:
  - Additional unexpected Time Off
  - Gifts