



Healthier U Advisory Committee Role and Expectations

Healthier U Workplace Wellness Vision:

Healthier U engages a labor-management partnership model designed by state employees for state employees that creates and sustains a worksite culture of health.

Purpose of the Advisory Committee:

The Healthier U Advisory Committee (AC) is comprised of an equal number of represented staff and managers who are instrumental in the planning, implementation and evaluation of the large- and small-scale wellness initiatives as well as identifying any barriers to wellness. The tasks of the AC include:

- Participate as an active member in workgroups and provide guidance and support to workgroups, when needed.
- Bridge communication to stakeholder groups in *(insert department name)*.
- Identify and develop recommendations for eliminating barriers to wellness in the workplace.
- Identify and document lessons learned on Healthier U initiatives.
- Adopt outcome measures.
- Identify activities that support sustainability of Healthier U.

Advisory Committee Composition:

The goal is to convene a group that is representative of the diverse perspectives and needs of all employees. In an effort to reach this goal, the intention is to recruit a total of *(insert #)* employees.

Advisory Committee Members Commitment:

Executive leadership has approved 4-8 hours per month for the AC members to participate in Healthier U, which underscores the importance of this commitment. Accordingly, the work of the AC requires a consistent commitment on the part of each member, including the following:

- Consistently attend AC meetings.
- Review pre- and post-meeting notes.
- Participate in at least one workgroup.
 - Attend workgroup meetings.
 - Complete assignments between meetings.
- Serve in one assigned role in either AC or workgroup meetings.
 - Examples include note-taker and facilitator.



Advisory Committee Commitment Form

Policy regarding inconsistent participation

In an effort to ensure a fully staffed Healthier U Advisory Committee (AC) and that we are recruiting employees who have the time and commitment to fully participate, the following policy has been implemented:

- After two consecutively missed AC meetings or other attendance deemed inconsistent, Healthier U staff would contact the member to discuss his/her ability to attend future meetings and explain the process for future missed meetings.
- After two additional missed meetings (regardless of it being consecutive) in the calendar year, the member will be encouraged to step down to allow for another member to be recruited.

I understand the importance of my commitment to participate in the AC as a representative of the employees in my department and agree to make every reasonable effort to attend the meetings on a consistent basis.

I understand that if I am unable to attend and fulfill my commitment to participate as outlined, then I will be asked to step down to allow for recruitment of another employee to serve on the AC.

I have read and fully agree to this letter of commitment.

AC Member Signature _____ Date _____

Print Name _____ Email: _____

Work Phone # _____ Cell Phone # _____

Physical work address _____

Circle One: Manager/Supervisor OR Rank and File If applicable, Bargaining Unit: _____

Branch: _____ Division: _____ Section: _____ Unit: _____

I had a conversation with my manager regarding my participation as a Healthier U Advisory Committee member and provided them with a copy of the Healthier U Advisory Committee Role and Expectations, which includes the executive leadership approval of 4-8 hours a month as an advisory member.

Print manager's name

Manager's email

Manager's phone number