

Wellness Programs Checklist

Designing an employer-sponsored wellness program requires considerable thought and planning to achieve the desired outcome. Gathering the feedback garnered from this checklist will help you select a program that fits with your organization's strategies for the desired outcome while providing a valuable benefit to employees.

Steps to consider when deciding whether to sponsor a wellness program include the following:

- Decide what outcomes are most important, such as improving safety, reducing healthcare costs, decreasing absenteeism, or increasing employee morale, to name a few.
- Consider surveying employees to determine areas of interest.
- Collaborate with stakeholders on how a wellness program may fit in with the organization's goals and the value it may bring to the company.
- Establish a budget for funding a program.
- Consider common wellness program types, such as those promoting weight loss, smoking cessation, better nutrition, health screenings, or exercise programs.
- Decide whether offering incentives or rewards to employees are warranted and the proper ways to communicate the details of the program to everyone.

Once your program is in place, keep in mind the following benefits and considerations:

- Gathering feedback from the steps above should help you select a program that fits with your organization's strategies for the desired outcome while providing a valuable benefit to employees.
- Meeting your outcome goals will require employee participation in the program.
- Employee engagement and participation are important in achieving an organization's desired outcomes.
- Organizational involvement in the planning process may be needed to obtain leadership support.
- A wellness program that meets the organization's or employees' needs may positively affect the overall goals and budget.
- Consider reviewing metrics to help determine if the right program is in place.
- Review requirements under the Americans with Disabilities Act (ADA), Genetic Information Nondiscrimination Act (GINA), Affordable Care Act (ACA), and Health Insurance Portability and Accountability Act (HIPAA) to make sure your program complies with various federal laws.



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