



**IPRA'S**  
NO EMPLOYEE LEFT BEHIND

# **TOOL KIT**

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## SECTION 1 – PHYSICAL

### 1.1 **Wellness Policy** (*mandatory standard*)

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.

**Description: Creating Cohesive Wellness Teams.** This series of articles from WELCOA provide agencies with information about how to establish and run an effective wellness committee at their agency. These articles contain information about how to structure a wellness committee and keep team members “on fire” for wellness. Also included is a case study as well as a checklist to follow when setting up a wellness committee at your agency.

**Link:** [http://www.welcoa.org/freeresources/pdf/aa\\_6.3\\_feb07.pdf](http://www.welcoa.org/freeresources/pdf/aa_6.3_feb07.pdf)

**Link:** <http://www.mayoclinichealthsolutions.com/>

### 1.2 **Healthy Eating Habits**

The recreation agency should have documentation of serving healthy options at meetings and gatherings. The agency should promote healthy eating options at meetings and employee events.

**Description: Meeting Well.** This is a great resource from the American Cancer Society that contains information about how to run healthy meetings, potlucks and multi-day events at your agency. It provides suggestions on healthy food items to serve as well as ideas to help people get out of their chair during break times. It also gives suggestions about healthy foods to include in your vending machines. Use the Healthy Meeting Checklist to plan health-enhancing meetings and events at your agency or call 1-800-ACS-2345

**Link:** <http://nutrimirror.com/>

**Link:** <http://www.mypyramid.gov/>

**Link:** <http://www.calorie-count.com/>

**Link:** <http://win.niddk.nih.gov/>

**Link:** [www.ACSWorkplaceSolutions.com](http://www.ACSWorkplaceSolutions.com)

### 1.3 **Increase Physical Activity** (*mandatory standard*)

**Description:** This is the **Step by Step – Walking your Way to Wellness Program** that was designed by and offered free of charge from WELCOA. This Program contains all the ideas and materials that you will need to set up and run a walking program for employees at your agency.

**Link:** <http://www.welcoa.org/freeresources/pdf/stepbystepfr.pdf>

**Link:** [http://www.nhlbi.nih.gov/health/public/heart/obesity/lose\\_wt/phy\\_act.htm](http://www.nhlbi.nih.gov/health/public/heart/obesity/lose_wt/phy_act.htm)

### 1.4 **Preventative Care - Wellness Checks**

**Description: You Can’t Change What You Can’t Measure.** This article contains information about the importance of conducting annual health screenings at your agency. It also contains information about what kinds of screening tests should be offered and how to implement an annual screening program at your agency.

**Link:** [http://www.welcoa.org/freeresources/pdf/change\\_measure.pdf](http://www.welcoa.org/freeresources/pdf/change_measure.pdf)

**Description: The Burden of Tobacco Use.** This series of articles from WELCOA contains 50 great ideas to help your employees quit smoking, Q&A about smoking and a step by step plan for helping employees to live tobacco-free.

**Link:** [http://www.welcoa.org/freeresources/pdf/aa\\_quit\\_smoking1.pdf](http://www.welcoa.org/freeresources/pdf/aa_quit_smoking1.pdf)

**Link:** [http://www.cdc.gov/tobacco/quit\\_smoking/index.htm](http://www.cdc.gov/tobacco/quit_smoking/index.htm)

**Description: Illinois Tobacco Quitline.** Counselors are available to talk with anyone interested in accessing resources for quitting smoking. Counselors can discuss stop smoking strategies, nicotine replacement/smoking cessation medication options as well as strategies to help individuals stop using

tobacco. This service is provided free of charge by the American Lung Association and the IL Dept of Public Health. **Phone Number:** 1-866-QUIT-YES, Hours of operation: Monday-Friday, 7AM – 7PM.

## **SECTION 2 - INTELLECTUAL**

### **2.1 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.

Link: [www.ilipra.org](http://www.ilipra.org)

Link: [www.nrpa.org](http://www.nrpa.org)

### **2.2 Reading for educational as well as personal development (*mandatory standard*)**

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

Link: [http://bestsellers.about.com/od/bookclubresources/ht/start\\_book\\_club.htm](http://bestsellers.about.com/od/bookclubresources/ht/start_book_club.htm)

### **2.3 Intellectual Exercises and Activities -Brain Fitness**

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

Link: <http://www.brainmetrix.com/>

Link: [http://en.wikipedia.org/wiki/Brain\\_fitness](http://en.wikipedia.org/wiki/Brain_fitness)

Link: <http://www.sharpbrains.com/>

Link: <http://www.braindashers.com/>

Link: <http://www.fitbrains.com/>

## **SECTION 3 - SOCIAL**

### **3.1 Community Involvement**

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

Link: <http://www.volunteermatch.org/>

### **3.2 Promoting Recreation Among Staff In-House**

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

### **3.3 Workplace Camaraderie**

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

### **3.4 Promote the Value of the Employee (*mandatory standard*)**

Link: [http://www.ehow.com/how\\_2087538\\_get-ideas-employee-newsletter.html](http://www.ehow.com/how_2087538_get-ideas-employee-newsletter.html)

### **3.5 Staff Volunteerism**

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

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

**Link:** <http://www.ilipra.org/forms/EnviroReportCard.pdf>

**Link:** <http://www.olparks.com/staff/Docs/Environmental%20Policy.pdf>

**Link:** <http://www.wecansolveit.org/>

### **4.2 Recycling Program**

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

**Link:** <http://www.olparks.com/staff/Docs/Recycling%20Policy.pdf>

**Link:** [http://www.recyclespot.org/business\\_tips.asp](http://www.recyclespot.org/business_tips.asp)

### **4.3 Comfortable Work Space (*mandatory standard*)**

Provide a comfortable work environment. 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 do have the right to breathe clean air.

**Link:** <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0017>

**Link:** <http://www.cdc.gov/od/ohs/Ergonomics/compergo.htm>

**Description:** Understanding the Illinois Smoke Free Act. This website contains information about the Smoke-free Illinois Act and gives guidelines to agencies on how to comply with Public Act 95-0017.

**Link:** [www.idph.state.il.us/smokefree/sf\\_info\\_wp.htm](http://www.idph.state.il.us/smokefree/sf_info_wp.htm)

### **4.4 Importance of Employee Safety (*mandatory standard*)**

The employer has the responsibility to ensure that programs areas, and facilities are as safe as possible for staff, and to minimize health risks. Employers are obligated to maintain a safe working environment, provide proper tools and equipment, train employees, and maintain records about occupational injuries and illnesses.

**Link:** <http://www.olparks.com/staff/Docs/Safety/OLPD%20Safety%20Train.pdf>

**Link:** <http://www.olparks.com/staff/Docs/Risk%20Management.pdf.pdf>

**Link:** <http://www.pdrma.org/>

### **4.5 Responsible Alcohol Use**

**Link:** <http://www.olparks.com/staff/Docs/Alcohol%20and%20Drug%20Abuse%20Policy.pdf>

## **SECTION 5- EMOTIONAL CRITERIA**

### **5.1 Functioning Human Resource Services *(mandatory standard)***

**TrainingTime®** is your comprehensive resource for employee training and development products, seminars and articles across a variety of formats, topics and industries. We make it easy for you to research, evaluate and select the right products and services to suit all your employee training needs.

**Link:** [www.trainingtime.com](http://www.trainingtime.com)

**Human Resources** Internet Guide Links is a website designed to connect you to all of your HR needs. From selection and compensation to training and evaluation; this site offers a direct link.

**Link:** [www.hr-guide.com](http://www.hr-guide.com)

**Employee Assistance Program** this directory is used by employers looking for EAP providers and consultants to implement an EAP program for their company. Online list, by location, of active, nationwide, employee assistance programs.

**Link:** [www.eap-sap.com](http://www.eap-sap.com)

**Link:** [www.eaplist.com](http://www.eaplist.com)

### **5.2 Personal Days**

### **5.3 Time Management Coaching/ Stress Management Workshops**

**Link:** <http://www.mindtools.com/smpage.html>

**Description: Hard Times, Tough People – Is Resilience in Your Future?** This article from WELCOA discusses ways to build personal resiliency and ways to promote resiliency in your workplace.

**Link:** [http://www.welcoa.org/freeresources/pdf/resilience\\_case\\_study.pdf](http://www.welcoa.org/freeresources/pdf/resilience_case_study.pdf)

**Description: Stressed Less.** This article from WELCOA discusses 4 ways to set boundaries in your life to reduce personal stress.

**Link:** [http://www.welcoa.org/freeresources/pdf/stressed\\_less.pdf](http://www.welcoa.org/freeresources/pdf/stressed_less.pdf)

**Description: A Good Night's Sleep – Stress, Insomnia & Work Productivity.** This is a PowerPoint presentation from WELCOA that agencies may use free of charge to educate employees about the relationship between sleep, stress and productivity. Presentation handouts are included.

**Link:** [http://welcoa.org/presentations/files/\\_handouts/Good\\_Nights\\_Sleep\\_HANDOUTS.pdf](http://welcoa.org/presentations/files/_handouts/Good_Nights_Sleep_HANDOUTS.pdf)

**PowerPoint Presentation:** <http://www.welcoa.org/freeresources/index.php?category=20>

### **5.4 Intrinsic Motivation**

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

## **SECTION 6 - DIVERSITY**

### **6.1 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.

### **6.2 Character Counts Movement is promoted throughout the Park District**

**Link:** <http://charactercounts.org/>

### **6.3 The Agency Should Encourage/Promote Diversity in the Work Place *(mandatory standard)***

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

## **ARTICLES & TIPS on HEALTHY EATING, ACTIVITIES & WELLNESS**

Health Finder has been recognized as a key resource for finding the best government and nonprofit health and human services information on the Internet including online health check-ups.

**Link:** [www.healthfinder.gov/aboutus/](http://www.healthfinder.gov/aboutus/)

**Link:** [www.fitnessmagazine.com/health/family/](http://www.fitnessmagazine.com/health/family/)

The American Journal of Health Promotion website contains access to publications, research findings and health promotion resources.

**Link:** <http://www.healthpromotionjournal.com>

**Link:** <http://www.nal.usda.gov/fnic/pubs/bibs/gen/eatsmart.pdf>

“Wellness Works, But Beware of Legal Landmines”

<http://hr.blr.com/whitepapers.aspx?id=19254>



Share your success stories with us. Please send an email to: [lkpaden@illinois.edu](mailto:lkpaden@illinois.edu)

### **DISCLAIMER**

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## Sensible Snacking Routine

- Plan to have snacks at regular times, rather than anytime of the day
- Try not to snack in the hour before a mealtime
- Plan what you are going to have
- Try a variety of different snacks foods besides relying on one
- Check out snacks that fill you up, like wholegrain cereal bars, fruit, nuts, etc
- Save-cash, don't rely on vending machines

## Good Ideas for Snacks

- Bowl of cereal with milk
- Toast with peanut butter
- Vegetable sticks with dips
- Yogurt
- Glass of milk
- Fruit smoothie
- Bowl of vegetable soup
- Homemade popcorn
- Toasted bagel
- Toasted English muffin
- Bowl of instant oats
- Small chunk of cheese

## Grab and Go Snacks

- Cereal & Breakfast Bars
- Fresh or dried fruit
- Mixed nuts
- Hot cross bun
- Sliced fruit

## The Color Wheel of Fruits and Vegetables

**Red:** Contain nutrients such as lycopene, ellagic acid, Quercetin, and Hesperidin. These nutrients reduce the risk of prostate cancer, lower blood pressure, reduce tumor growth and LDL cholesterol levels, scavenge harmful free-radicals, and support joint tissue in arthritis cases.

**Orange & Yellow:** Contain beta-carotene, zeaxanthin, flavonoids, lycopene, potassium, and vitamin C. These nutrients reduce age-related macula degeneration and the risk of prostate cancer, lower LDL cholesterol and blood pressure, promote collagen formation and healthy joints, fight harmful free radicals, and encourage alkaline balance, and work with magnesium and calcium to build healthy bones.

**Green:** Green vegetables contain chlorophyll, fiber, lutein, zeaxanthin, calcium, folate, vitamin C, and Beta-carotene. The nutrients found in these vegetables reduce cancer risks, lower blood pressure and LDL cholesterol, normalize digestion time, support retinal health and vision, fight harmful free radicals, and boost immune system activity.

**Blue & Purple:** Contain nutrients which include lutein, zeaxanthin, resveratrol, vitamin C, fiber, flavonoids, ellagic acid, and quercetin. Similar to the previous nutrients, these nutrients support retinal health, lower LDL cholesterol, boost immune system activity, support health digestion, improve calcium and other mineral absorption, fight inflammation, reduce tumor growth, act as an anticarcinogens in the digestive tract, and limit the activity of cancer cells.

**White:** Contain nutrients such as beta-glucans, EGCG, SDG, and lignans that provide powerful immune boosting activity. These nutrients also activate natural killer B and T cells, reduce the risk of colon, breast, and prostate cancers, and balance hormone levels, reducing the risk of hormone-related cancers.