



# Enlace Comunitario

## Enlace Comunitario Wellness Policy

In an effort to support Enlace Comunitario's team, staffers are provided with a holistic wellness benefit. The benefit is financial support up to \$1,000 annually to help grow, heal, and empower Enlace staffers as they have done for the Enlace Comunitario community.

Wellness funds may be used for professional development (e.g., training, seminars, tuition for education and certifications), aide in your self-directed wellness care (e.g., to cover gym fees, wellness massage, or acupuncture) and build your capacity to support our clients (e.g., participating in self-help therapeutic exposure, such as lessons or personal development). The full amount is accrued on a monthly basis.

Employees working 20 or more hours a week are eligible for this benefit. This benefit will be prorated for part-time employees at 75% or 50% depending on average hours worked. Employees working 30-39 hours per week will get 75% of the benefit and employees working 20-29 hours per week will receive 50% of the benefit.

New employees are eligible to use their wellness benefit after 90 days of successful employment. The benefit amount available in the first year of employment is prorated by the employee's start date. This money is to be used in a single fiscal year and restarts annually on July 1. Wellness funds do not carry over from year to year, nor do they have cash value at termination. The wellness benefit is taxable and paid through payroll.

Every effort will be made to accommodate requests; however, Enlace Comunitario reserves the right to approve or deny requests. Requests made in the realm of entertainment or travel will not be accepted.

The Executive Director and HR Associate will maintain a list of approved activities and classes. If your activity is not included on this list, seek approval from the leadership staff. The activity should contribute to the staff member's wellness and self-care or education.



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## Wellness Committee

**Overview.** As part of Enlace’s dedication to providing clients with support through proactive, intentional, and authentic engagement, we recognize the importance of investing in staff-centered self-care.

The pandemic—and associated socioeconomic factors—have reshaped our world and services provision model. And, as a community-centered nonprofit, we’re pivoting to innovate creative solutions to meet clients’ needs while also recognizing the added strains our staff members are experiencing—as it relates to a myriad of intersecting factors (e.g., hybridized work schedules; work-life balance; and the health and wellbeing of family members—chosen and genetic). Enlace’s Wellness Committee (“Committee”) will build out best practices for Enlace to shape a Culture of Gratitude internally—one that centers staff wellness.

**Committee Purpose.** The Committee will ensure the following principles are embraced in all wellness activities:

1. **Accessibility.** being mindful that all activities allow for each staff member to fully access and participate in any activities;
2. **Inclusivity.** being mindful in our language and actions (or activities) that all identities are fully embraced and respected; and
3. **Diversity of Experience.** being mindful that everyone brings a different perspective or experience to our work—which adds to our collective strength.

**Committee Composition.** The Committee is fully voluntary and will be comprised of six (6) inter-departmental staff members who will sit on the Committee for a period of one year. In addition to the six committee members, one member of the leadership team will act as a liaison to the rest of Enlace’s leadership—regarding any decisions for which the Committee would like or need approval (e.g., Committee budget). As such, the Committee will have seven (7) members. Each year, all members will rotate off to allow other staff members to volunteer.

**Committee Responsibilities.** Committee members will be responsible for the following:

1. Meeting on a monthly (or biweekly) basis to develop a calendar of staff-focused self-care/engagement events throughout the year;
2. Collecting any feedback regarding how Enlace can enhance our current wellness policies and/or best practices for maintaining and improving staff morale;
3. Communicating regularly with all staff regarding upcoming wellness opportunities;
4. Maintaining staff members’ confidentiality should feedback be requested about internal Enlace policies or procedures—to ensure staff share openly and authentically; and
5. Suggesting changes or enhancements to the Committee’s structure or goals.