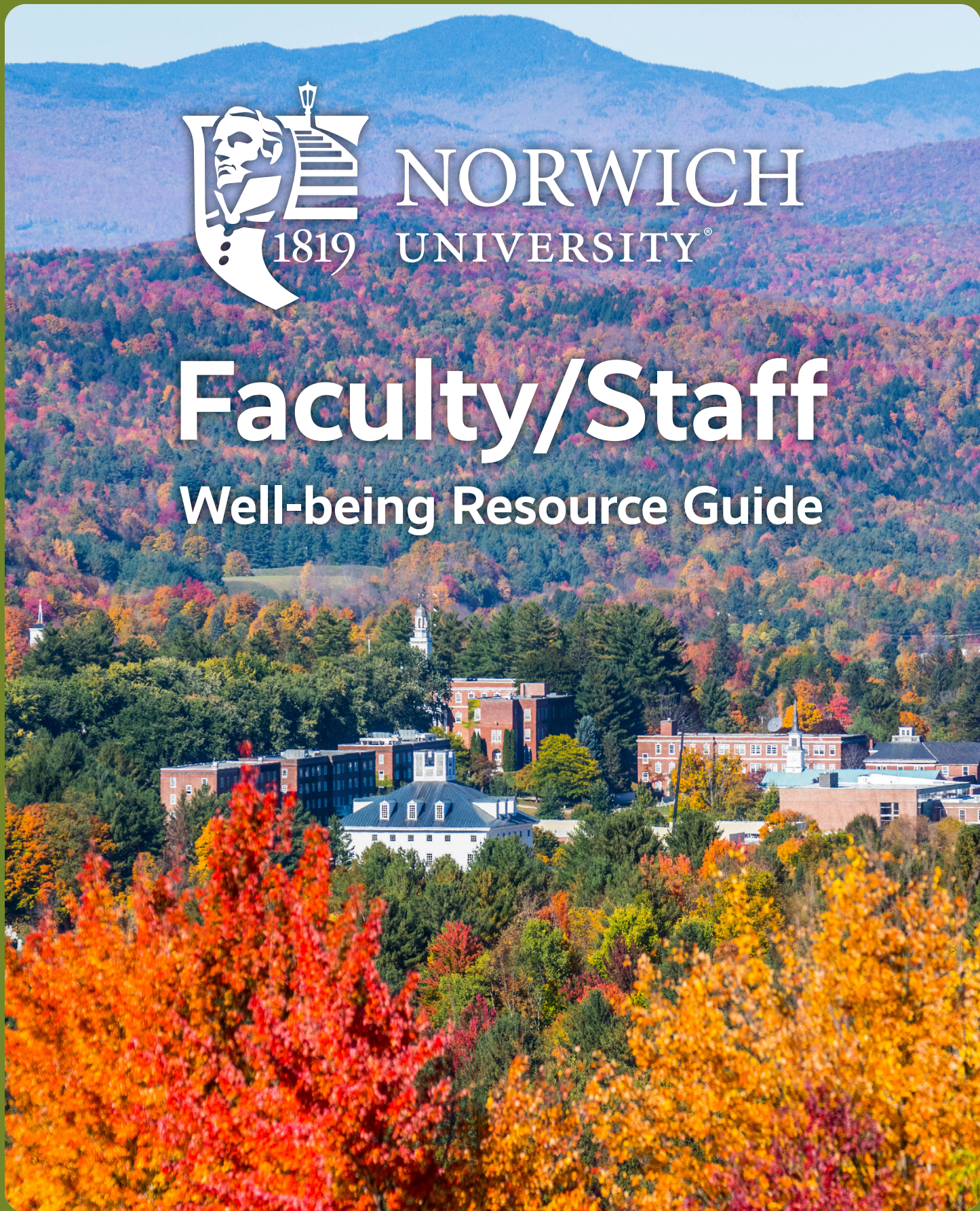




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# Faculty/Staff

## Well-being Resource Guide





# Faculty/Staff

## Well-being Resource Guide

### WHAT IS WELL-BEING?

Well-being, as defined by Tom Rath and Jim Harter (2010) is “the combination and interaction between our love of what we do each day, the vibrancy of our physical health, the security of our finances, the quality of our relationships and the pride we take in what we have contributed to our communities.” At Norwich University, the well-being of our faculty and staff is a top priority and is what enables Norwich to fulfill its mission to provide leadership, partnership, support and resources that respect the right to diverse points of view while fostering an atmosphere conducive to learning, growing, working, and accepting all viewpoints, cultures, thoughts, and nationalities.

### INVESTING IN OUR FACULTY AND STAFF

To support faculty and staff, Norwich University and the Green Mountain Higher Education Consortium (GMHEC) offer a wide range of resources to support all five domains of well-being: career, physical, financial, social and community. On the following pages you will find a list of these resources. Take advantage of all that Norwich and the Consortium have to offer and thank you for all you do to support the institution, your coworkers, students and the community at large.



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### GUIDE TO RESOURCES

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## CAREER WELL-BEING

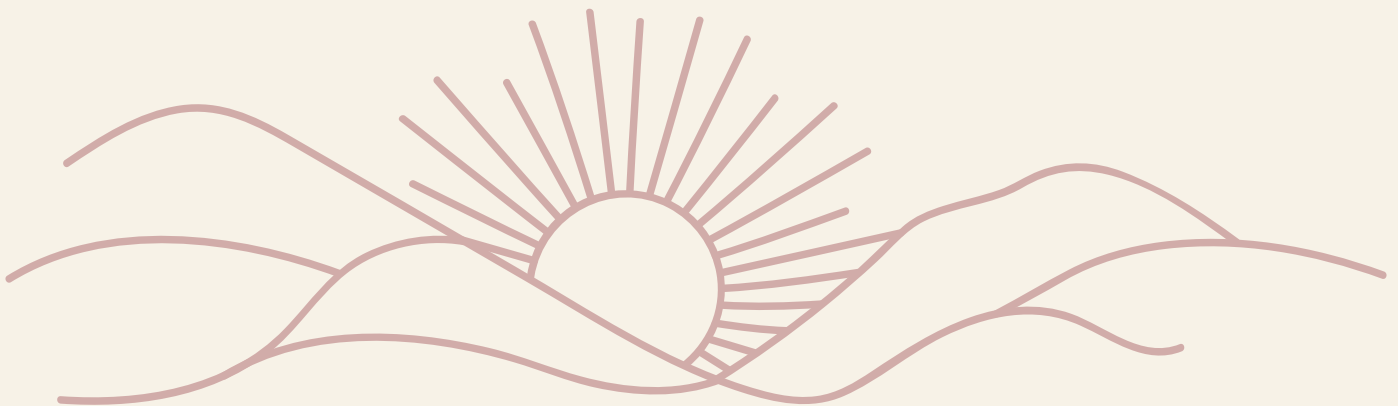
We spend a significant amount of our lives at work so it is no surprise that career well-being, loving what we do each day, plays the greatest role in our overall well-being. Work provides a source of meaning and purpose in our lives, gives us opportunities to work toward and accomplish goals and provides us with opportunities to grow personally and professionally. People with high levels of career well-being enjoy meaningful work, feel a sense of purpose in their work, are highly engaged and report strong, supportive relationships with their coworkers and supervisors. They are less likely to suffer a workplace accident or injury, miss less days due to illness, spend less out of pocket for their health care, report less stress, anxiety and depression and have better health overall.

**“The secret of success is making your vocation a vacation.”**

**- Mark Twain**

## CAREER WELL-BEING RESOURCES

- **Employee Assistance Program** (EAP) brought to you by Unum provides free, confidential information, counseling and referrals for matters related to work, family, health or any issues that are important to you and your family. Services are available to all employees, their dependents (including children to age 26) and all household members.
- **Employee recognition/awards** including the Kathleen Bowen award, Meritorious award and gold stars.
- Annual staff retreat day in January - look for announcement on **my.norwich**
- **Manager's Toolkit** provides information about hiring, performance development, training materials as well as other employee resources can be found on the HR Sharepoint site



## PHYSICAL WELL-BEING

Physical well-being is not just the absence of disease. It includes lifestyle behavior choices to ensure health, avoid preventable diseases and conditions, and to live in a balanced state of body, mind and spirit (AANA, n.d.). It means having the energy to get through your day and requires a healthy, well-balanced diet, regular physical activity and adequate rest. When life gets stressful our physical self-care behaviors are often the first things we drop but this is when we need these habits the most. We don't need to invest as much time as we might think. Small increments of time compound and can lead to big results.

## PHYSICAL WELL-BEING RESOURCES

- NU "For a Better You" well-being programs offers a variety of programs and events throughout the year to support all areas of well-being. Look for announcements on [my.norwich](http://my.norwich) or on the [HR Wellness page](#)
- On campus fitness facilities including the [Shaw Outdoor Center](#), [Plumley Armory](#) and Shapiro Field House offer hiking and mountain biking trails, equipment rental (mountain bikes, snowshoes, cross country skis), indoor track, fitness center, pool, basketball courts, racquetball courts, CrossFit space, ice rink and climbing wall
- Paid entry into VT Corporate Cup 5K race held annually in May - registration details available annually in the spring - look for the announcement on [my.norwich](http://my.norwich) and/or info on the HR wellness SharePoint site
- Ergonomic assessments available by contacting human resources at ext. 2075
- Free health coaching is available to full-time benefits eligible employees through Cigna. For online health coaching, login to [www.mycigna.com](http://www.mycigna.com), hover over "Wellness" in the top navigation and then select "My Health Assistant." For telephonic health coaching, call the number on the back of your Cigna ID card.
- Cigna/[Omada Diabetes Prevention Program](#) is an online, group based program to support healthy lifestyle behaviors
- Annual flu clinic in October - look for announcement on [my.norwich](http://my.norwich)
- Cigna telehealth programs. Save time and money with this benefit. Visit [www.mycigna.com](http://www.mycigna.com) to sign up
- Free, local tobacco cessation support available at [www.802quits.org](http://www.802quits.org)
- Free, local Healthier Living Workshops for support around managing chronic health conditions including diabetes, prediabetes and chronic pain. Find out more at [www.myhealthvt.org](http://www.myhealthvt.org)
- Discount individual and family membership to The Edge in Essex offered as a benefit through [The Green Mountain Higher Education Consortium](#) (GMHEC)
- Cafeteria Plan of Benefits - refer to [Employee Benefits Handbook](#) on HR SharePoint site. Open Enrollment is November.
- Faculty/staff meal plan available through [Sodexo](#) for on campus dining

## FINANCIAL WELL-BEING

The Consumer Protection Financial Bureau (2015) defines financial well-being as “a state of being wherein you have control over day-to-day and month-to-month finances, have the capacity to absorb a financial shock, are on track to meet your financial goals and have the financial freedom to make the choices that allow you to enjoy life.” People with the highest levels of financial well-being tend to spend their money on others instead of themselves and spend their money on experiences rather than material goods. It’s important to keep in mind that we don’t have to give a lot to reap the benefits. Treating a friend to a cup of coffee and enjoying their company can go a long way in supporting financial well-being.

- **Capstone Community Action** offers fuel assistance, free tax preparation, matched savings program, Growing money program, financial futures program, and weatherization services for income qualified individuals
- Local food shelf and community meals information available through the **Vermont Food Bank**

## FINANCIAL WELL-BEING RESOURCES

- Educational benefits for faculty, staff and dependent children including tuition benefits, on-campus workshops, manager training and continuing education classes.  
Refer to **benefits handbook**.
- Discounts on health products and programs for Cigna members. Visit [www.mycigna.com](http://www.mycigna.com), hover over “Wellness” in the top navigation, select a category (food, stress, sleep, exercise, weight, or prevention) and then scroll down to “Healthy Rewards.”
- Cigna decision making tools: Get more out of your health plan by utilizing the tools available on [mycigna.com](http://mycigna.com) to find an in-network provider, compare costs of procedures, pharmacies and more. Check out this **video** (see item #3) for a tutorial of the tools.
- **NU Retirement Plan** – All employees are eligible to contribute and may elect either pre- or post-tax deferred contributions. Benefits-eligible employees receive a matching contribution.



## SOCIAL WELL-BEING

Social well-being is about having strong relationships and love in your life. Research (Gallup, 2010 & Buettner, 2015) indicates that strong social relationships contribute to better health and increased longevity. Our work relationships play a key role in our career well-being as well. People who report having a best friend at work are “seven times as likely to be engaged in their jobs, are better at engaging customers, produce higher quality work, have higher well-being, and are less likely to get injured on the job” (Gallup, 2010).

**“The quality of your life is the quality of your relationships.”**

**- Tony Robbins**

## SOCIAL WELL-BEING RESOURCES

Access the full suite of Cigna Behavioral Health programs including virtual counseling, health coaching, lifestyle management programs and more [here](#).

- Eldercare support, referral and respite available through **Central VT Council on Aging**
- Lactation and new parent support, information and child care assistance available at the **Family Center of Washington County**
- **Onion River Exchange** - a time bank to exchange skills and talents to support social and community well-being
- Dozens of free support groups and workshops available in Washington County through **Central Vermont Medical Center** and in Orange County at **Gifford Medical Center**



## COMMUNITY WELL-BEING

Community well-being is the sense of engagement you have with the area where you live. It is all about giving back to society and may be what differentiates a good life from an exceptional life (Gallup, 2010). When we give our time, we are giving of ourselves and this not only feels good in the moment but can also help protect us from stress and negative emotions. Tell your friends, family and coworkers about your interests and you'll be surprised at how many opportunities come your way.

**“The greatest gift you can give some is your time. Because when you give your time. You are giving a portion of your life that you will never give back.”**

- Unknown



## FOR MORE INFORMATION....

Visit us at [Green Mountain Higher Education Consortium](#) (GMHEC) and [Norwich Wellness](#).

GMHEC offers a variety of programs throughout the year to support all domains of your well-being. Stay in the know about all our exciting programming by signing up [The Connection](#) newsletter. We look forward to seeing you.

We'd also love to hear from you and are always open to feedback and/or suggestions for how we might better serve you. You can contact our Employee Well-being Program Coordinator, Rebecca Schubert at [Rebecca.schubert@gmhec.org](mailto:Rebecca.schubert@gmhec.org).

## COMMUNITY WELL-BEING RESOURCES

- Todd Lecture Series events throughout the year - see announcements on [my.norwich](#) and/or on Todd Lecture Series Committee SharePoint site
- Volunteer opportunities/referral service available through Norwich [Center for Civic Engagement](#)
- Community service events including clothing drive, blood drive, Special Olympics penguin plunge, and United Way giving campaign throughout the year - see announcements on [my.norwich](#)
- 10 hours per year of paid volunteer time - contact Human Resources at ext. 2075 for more information
- Community volunteer opportunities advertised through the [Green Mountain United Way](#)



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