



MAYORS HEALTH & WELL-BEING COUNCIL
To make Austin the healthiest community in the country.

MHWC Workplace Partner Certification Application

Overview

To achieve **MHWC Workplace Partner Certification**, organizations must have health initiatives that comprehensively address each of the following health pillar categories*:

- Tobacco-Free Living
- Physical Activity
- Nutrition
- Health Education & Preventive Services
- Mental Health

* Partners must achieve a minimum of 10 points (8 points for organizations with 50 employees or less) in each of the categories listed above to be certified and eligible for awards.

Technical assistance for MHWC Workplace Partner Certification is provided by **Austin Public Health**.

Certification Levels

The MHWC Workplace Partner Certification application has a total of 80 points, section point values as indicated within the application. Employers may achieve certification at three levels:

- **Bronze** (50-59 points) // x-small organizations (48-57)
- **Silver** (60-69 points) // x-small organizations (58-67)
- **Gold** (70 points and above, plus tobacco-free worksite policy) // x-small organizations (68 points and above, plus tobacco-free worksite policy)

All employers receiving partner certification will be recognized at an awards and recognition ceremony. Partner certification lasts for 2 years.

Steps to Apply

Step 1: Contact the MHWC to express your interest in getting certified and for free technical assistance with completing the online application - info@mhwcaustin.org

Step 2: Visit www.mhwcaustin.org to access the online application under the “Get Certified” tab.

Step 3: Submit supporting documentation for all items indicated with an (*) via email to info@mhwcaustin.org. Examples of supporting documentation include: policy, excerpt from employee manual, formal correspondence (email), new employee orientation excerpts, photos, etc. Items can be submitted as PDF, Word, JPEG, etc. or as a shared drive (i.e. Google Drive, Drop Box). Applications are not considered complete until supporting documentation is submitted.

Step 4: If you are also interested in applying for the Mayor's Workplace Awards, both applications can be submitted at the same time. Organizations must be MHWC Workplace Partner Certified to be eligible for the Mayor's Healthiest Workplace & Moving the Needle the Needle awards.

Step 5: The ABGOH Review and Steering Committee will review your application(s) and contact you if any additional information or adjustments are needed.

Step 6: MHWC will notify you of your award and will mail your Letter of Certification, including all the benefits of certification. **All MHWC Certified Partners must apply for re-certification every two years after the award date.**



MAYORS HEALTH & WELL-BEING COUNCIL
To make Austin the healthiest community in the country.

Workplace Partner Certification Application

Organization Information	
Organization Name:	Date Application Submitted:
Mailing Address:	
Application Contact	
Name:	Title:
Phone:	Email:
President or CEO	
Name:	
Phone:	Email:
Total Number of Employees: _____	Number of Volunteers (if applicable) *: _____
Does your organization conduct a Health Risk Assessment? ____ YES ____ NO	
Does your organization conduct health claims analytics? ____ YES ____ NO	

*For organizations with limited paid staff, application questions on the following pages can be answered for volunteers/members



MAYORS HEALTH & WELL-BEING COUNCIL
To make Austin the healthiest community in the country.

Tobacco-Free Living (20 Points Possible) Does your worksite:	Yes	Score <i>For internal use only</i>
1) *† Have a tobacco-free worksite policy that prohibits the use of all types of tobacco on company property at all Austin/Travis County based sites, whether the grounds are owned, leased, or shared? (4 pts.)	<input type="checkbox"/>	
2) *Post your tobacco-free worksite policy at your site through signage for all employees, temporary workers (including contractors), volunteers and visitors? (2 pts.)	<input type="checkbox"/>	
3) *Have a policy that prohibits the use of all forms of tobacco in company-owned or company-leased vehicles regardless of their location? (2 pts.)	<input type="checkbox"/>	
4) Offer cessation counseling or programming to employees? (2 pts.) Offer cessation counseling or programming to employee dependents covered under your company-sponsored medical plan, EAP, or other company-sponsored benefit? (1 pt.)	<input type="checkbox"/> <input type="checkbox"/>	
5) Promote phone or text-based quit line services to employees, like the Texas Quit Line 1-877-YES QUIT or https://smokefree.gov/tools-tips/text-programs? (2 pts.)	<input type="checkbox"/>	
6) Have a health plan that incentivizes non-tobacco use or have a surcharge for employees that use tobacco? (4 pts.)	<input type="checkbox"/>	
7) Provide health benefit plans including coverage for tobacco-cessation medications for enrolled employees and their covered dependents at reduced co-pay or no cost to the employee? (2 pts.)	<input type="checkbox"/>	
8) Highlight employees and/or members of senior leadership who have successfully quit tobacco use? (1 pt.)	<input type="checkbox"/>	
Total		

*Requires documentation of how metric was accomplished

† Tobacco use is defined as the use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, electronic cigarettes, and any non-FDA approved nicotine delivery device. Property is defined as the entire workplace, both indoors and outdoors, and there may not be any areas designated for the use of any form of tobacco.



MAYORS HEALTH & WELL-BEING COUNCIL
To make Austin the healthiest community in the country.

Some questions have been adapted from CDC's Worksite Health Scorecard

Physical Activity (20 Points Possible) <i>Does your worksite:</i>	Yes	Score <i>For internal use only</i>
1) Subsidize or discount the cost of onsite or offsite exercise facilities? (3 pts.)	<input type="checkbox"/>	
2) Provide and promote various onsite or offsite physical activity classes (e.g. aerobics, yoga), which could be free or at a low cost to the employee/member? (3 pts.)	<input type="checkbox"/>	
3) Provide and promote onsite opportunities to incorporate physical activity in the workday by encouraging the use of stairs, walking meetings, marked paths, walking trails, etc.? (2 pts.)	<input type="checkbox"/>	
4) Sponsor on-going contests or competitions, recognizing departments or teams that win? (2 pts.)	<input type="checkbox"/>	
5) Offers incentives for increasing physical activity such as “physical fitness comp time,” “flexible spending dollars,” or gift certificates to fitness apparel retailers? (3 pts.)	<input type="checkbox"/>	
6) Provide parking locations for bicycles at your facilities and/or provide bike racks to encourage biking to/from work? (2 pts.)	<input type="checkbox"/>	
7) Offer standing workstations and other options for employees to reduce the amount of time they sit during the workday? (2 pts.)	<input type="checkbox"/>	
8) Provide brochures, videos, posters, pamphlets, newsletters, website posts, social media posts, or other written or online information that address the benefits of physical activity? (2 pts.)	<input type="checkbox"/>	
9) Engage in community wellness initiatives or events (e.g. runs, walks, bike rides, community health challenges, etc.) through sponsorship, participation, volunteerism, or promotion as a group/team representing your organization? (1 pt.)	<input type="checkbox"/>	
Total		

Nutrition (20 Points Possible)	Yes	Score
---------------------------------------	------------	--------------



MAYORS HEALTH & WELL-BEING COUNCIL
To make Austin the healthiest community in the country.

Does your worksite:		<i>For internal use only</i>
1) *Have a written policy or formal communication that makes healthier food and beverage choices available in cafeterias, snack bars, or vending machines? (3 pt.)	<input type="checkbox"/>	
2) Have a written policy, formal communication, or follow healthy meeting guidelines (e.g. American Heart Association: Healthy Workplace Food and Beverage Toolkit) that makes healthier food and beverage choices available at meetings? (2 pts.)	<input type="checkbox"/>	
3) Subsidize or provide discounts on healthier foods and beverages offered in vending machines, cafeterias, snack bars, or other purchase points? (1 pts.)	<input type="checkbox"/>	
4) Identify healthier food and beverage choices in vending machines, snack bars, or cafeterias, with signs, symbols, or product placement? (2 pts.)	<input type="checkbox"/>	
5) Offer programs that encourage employees to participate in nutrition health competitions among employees? (2 pts.)	<input type="checkbox"/>	
6) Provide educational seminars, workshops, or classes on nutrition? (2 pts.)	<input type="checkbox"/>	
7) Offer nutrition counseling onsite and/or cover nutrition counseling under your health benefit plans? (3 pts.)	<input type="checkbox"/>	
8) Provide brochures, videos, posters, pamphlets, newsletters, website posts, social media posts, or other written or online information that address the benefits of healthy eating? (2 pts.)	<input type="checkbox"/>	
9) Provide employees with food preparation and storage facilities, such as refrigerators, microwaves, etc.? (1 pt.)	<input type="checkbox"/>	
10) Does your worksite promote or provide access to farm-to-work initiatives or programs that make it easier for employees to access farm fresh fruits and vegetables? (2 pts.)	<input type="checkbox"/>	
Total		

*Requires documentation of how metric was accomplished



MAYORS HEALTH & WELL-BEING COUNCIL
To make Austin the healthiest community in the country.

Health Education & Preventive Services (24 points possible) Please indicate if your wellness program provides the following services. If yes, list all examples that apply. Does your worksite:	Yes	Examples <i>List all those that apply:</i> <i>High cholesterol, diabetes, high blood pressure, mental health, cancer, heart disease, stroke, etc.</i>	Score <i>For internal use only</i>
1) Provide free or subsidized onsite screenings for any of the examples listed above? (3 pts.)	<input type="checkbox"/>	<i>List:</i>	
2) Provide onsite health professional (e.g. health coach, personal trainer, or Registered Dietitian Nutritionist) to review screening results and provide clinical referral when appropriate? (2 pts.)	<input type="checkbox"/>		
3) Actively promote screening programs for breast, cervical, and/or colorectal cancers? (1 pt.)	<input type="checkbox"/>		
4) Provide a series of educational seminars, workshops, or classes on preventing and controlling any of the examples listed above? (2 pts.)	<input type="checkbox"/>	<i>List:</i>	
5) Have any of the following awards/designations: (3 pts.) American Heart Association Fit Friendly Workplace American Cancer Society CEO Cancer Gold Standard™ Texas Mother Friendly Workplace WELCOA Well Workplace Awards Other: _____	<input type="checkbox"/>	<i>List award, designation or accreditation and date received:</i>	
6) Have Family Friendly policies, programs, or formal communications (e.g. Mother-Friendly Worksite policy or paid parental/maternity leave, separate from any accrued sick leave, annual leave, or vacation time)? (3 pts.)	<input type="checkbox"/>	<i>List:</i>	

(Continue on next page)



MAYORS HEALTH & WELL-BEING COUNCIL
To make Austin the healthiest community in the country.

Does your worksite:	Yes	Score <i>For internal use only</i>
7) Provide Mother-Friendly support to employees (e.g. onsite Mother-Friendly designated rooms with hospital-grade multi-user breastpump, in-room refrigerator and/or sink, etc.)? (2 pts.)	<input type="checkbox"/>	
8) Promote alternate commuting solutions such as providing employees with commuter bus or train passes or incentivizing active commuting, etc.? (2 pts.)	<input type="checkbox"/>	
9) Demonstrate organizational commitment and support of worksite health promotion at all levels of leadership (i.e.: all levels of management participate in activities, communications are sent from leadership, etc.)? (1 pts.)	<input type="checkbox"/>	
10) Conduct an employee needs or interest survey for planning health promotion activities? (1 pt.)	<input type="checkbox"/>	
11) Appoint an internal wellness program coordinator or wellness promotion staff member (e.g. health coach, personal trainer, or Registered Dietitian Nutritionist) to be available to employees/members for onsite consultation? (3 pts.)	<input type="checkbox"/>	
12) Have one or more functioning AEDs in place with posters, signs or other markers to identify the location of the AED? (1 pt.)	<input type="checkbox"/>	
Total		

Mental Health (16 Points Possible)	Yes	Score <i>For internal use only</i>
Does your worksite:		
1. Provide a free employee assistance program (EAP) that offers mental health, stress management, work-life balance, and/or other life-skills programs (e.g. financial wellness, sleep, etc.)? (1pt)	<input type="checkbox"/>	
Review EAP usage among employees to inform mental health initiatives and/or revisions? (1 pt.)	<input type="checkbox"/>	



MAYORS HEALTH & WELL-BEING COUNCIL
To make Austin the healthiest community in the country.

2. Provide a free employee assistance program (EAP) that offers mental health, stress management, work-life balance, and/or other life-skills programs (e.g. financial wellness, sleep, etc.)? (1pt)	<input type="checkbox"/>	
3. Offer or integrate emotional, well-being programming or support on topics like financial wellness, sleep, stress management, meditation, etc. Other than what is offered via employee assistance program. (3 pts)	<input type="checkbox"/>	
4. Does your organization provide mental health days or flexible time off to support employees' mental well-being? (2 pts)	<input type="checkbox"/>	
5. Does your leadership team (managers and supervisors) actively participate in initiatives that promote psychological safety and reduce mental health stigma? (1pt)	<input type="checkbox"/>	
6. Does leadership receive or participate in training to learn and recognize signs of mental or psychological distress in employees (eg. mental health first aid)? (2 pt)	<input type="checkbox"/>	
7. Provide resources or training to manage burnout and maintain psychological well-being? (1pt)	<input type="checkbox"/>	
8. Do you provide specific mental health support for vulnerable populations (e.g. Veterans, LGBTQ+ employees, racial/ethnic minorities)? (1 pts)	<input type="checkbox"/>	
9. Does your organization promote a safe and mentally healthy work environment that encourages open dialogue about mental health and provides support to employees (e.g. anti-bullying policies, mental health awareness campaigns, confidential reporting systems)? (2pts)	<input type="checkbox"/>	
10. Promote phone or text-based suicide prevention and crisis hotline services to employees, like 988 and/or www.crisistextline.org ? (1 pt.)	<input type="checkbox"/>	
11. Does your organization provide a screening or brief intervention (SBI) for alcohol use through your Health Risk Assessment or through a tool like www.cdc.gov/alcohol/checkyourdrinking/index.html ? (1 pt.)	<input type="checkbox"/>	
Total		