

Championing Your Well-being



American
Heart
Association.



MISSION STATEMENT:

To be a
relentless force
for a world
of longer,
healthier lives.



The last year has brought new challenges to each of us, both at work and at home. No matter what your role is at AHA, you've been asked to change the way you work and to juggle new challenges, both on and off the job.

In times like this, your health and well-being can be challenged. Stress, anxiety, depression, and burnout are real—and are conditions that need to be taken seriously.

AHA is committed to supporting your well-being.

We have a variety of well-being programs and resources in place related to [physical](#), [social](#), [financial](#), [mental](#), and [work-life balance](#). These are highlighted throughout this short guide for easy reference.

As always, your health and well-being is a top priority.

Thank you for all that you do every day to continue to drive our mission forward.

A healthy body is the foundation for you to perform your best in all areas of your life.

Preventive Care

Preventive care and wellness screenings are important as ever, despite the pandemic. Scheduling an annual physical with your doctor allows you to learn more about your current health information, what metrics are in range, and what you might need to work on. Visit our [Medical SharePoint](#) page to connect with an in-network doctor and schedule your appointment today.

Think differently about eating

Wondr Health is a behavioral counseling program for weight management available to BCBS enrolled members & dependents 18+ with a BMI of 19 or greater at no member cost. Visit [Wondr Health](#).

Nutritional counseling is covered 100% with an in network counselor for BCBS enrolled members.

Schedule activities

Blocking out time for focused physical activity makes it easier to incorporate into your daily schedule!

Stride, stretch, or take a virtual class. Vary your activities to help keep your routine fresh and fun. Incorporate physical activity into meetings; walk and talk or stand up and stretch.

Healthy goals

Take your first step to improve your physical well-being. **Set small goals** like drinking more water, creating a healthy meal plan, or getting more sleep. Track these goals through [Well onTarget](#) or start a personal challenge based on your well-being priorities. Visit the **Heart U** [Physical well-being channel](#) to learn more about increasing your physical well-being.



Create a well-being support network by finding a “buddy” to check in on and support one another as you work on improving your well-being.

Join a group activity

Physical activity is more fun when you exercise as part of a group. Having a group, or even just a partner to exercise with, helps make you more accountable and more likely to reach your health goals.

All are welcome! Join the **Zumba** dance party fun and forget that you are working out and burning calories, whatever your fitness level.

Improve your flexibility and strength with **Yoga**. Come as you are to move and stretch your body.

Watch the “[onTarget – Stay Active Plus](#)” Activities Community channel for more fun, promos and information. Check out the [Zumba](#) and [Yoga](#) SharePoint pages to add the sessions to your calendar.

Physical well-being allows you the ability to function with energy and make healthy choices.

Find your program

Well onTarget, Employee Wellness Program

Your journey starts online with the [wellness portal](#), that offers online resources including: Health Assessment, Coaching, Self-Management Programs, Health and Wellness content, and Tools and Trackers to keep you focused on your health.

Whether you're just getting started, or continuing to enjoy all the benefits of [Well onTarget](#), visit [SharePoint](#) for more info. See the [employee rewards and incentive opportunities](#), and how you can earn Blue Points during the FY program for completing healthy actions.

Get moving!

The [Well onTarget](#) (WOT) [Fitness Program](#) gives you flexible options to help you live a healthy lifestyle. The program gives you access to a nationwide network of fitness locations.

Keep moving!

[ClassPass](#) offers discounted digital & in-person workout classes.

Well-being discounts

Take advantage of exclusive discounts and special offers through [Working Advantage](#). Offers change regularly and can include discounts on Fitbit, Bowflex, Weight Watchers, HelloFresh, the Calm app, Nike & more. [Log on](#) or call 800-565-3712 and use company code AmericanHeart.

Need a new lifestyle tracker?

Visit the [AHA Apple page](#) for your discount on **Apple** Watches to track your health and fitness goals.



Lace up some new sneakers

Enjoy a 30% discount off of [SKECHERS](#) sport shoes.

Guide to Working Comfortably

Ergonomics is the science of adapting the work environment to fit the workers' physical abilities. A few [small adjustments](#) could mean a more comfortable day! Questions? Contact [My HR Connection](#).

Looking for **back health** resources or tips? The [Well onTarget](#) employee wellness program offers Resources, via its Health Content area, search Back Health/Pain for more. In addition, you can explore the WOT Videos, Podcasts, Articles.

Take a few minutes to [stretch your neck and back](#) with these exercises!

Forming strong social connections can help you reach an overall healthier lifestyle.

Give back / Pay it forward

AHA's [Community Volunteerism Benefit, Helping Hearts](#) allows eligible employees **up to one day of paid time off** per fiscal year to connect with their community. Request time in [Workday](#) and use type 'Community Service'. Even in the midst of a pandemic, there are ways that you can give back.

Look for simple activities that can meet the needs of others. Send cards to nursing homes, assembling kits for local shelters, or making pet blankets or toys for your local animal shelter.



Block time on your calendar each week for a buddy touch-base, or use that time to reach out to someone. Send a quick email or Teams message to connect.

Find a well-being buddy and talk about how you can support each other in reaching your health goals.

Connect with colleagues

Although you may be talking to your colleagues on a daily basis about work, take time to **collaborate and connect** with them on a personal level too.

- Take a few minutes at the start of internal calls to check in with people—simply ask how they are or what they have been up to, or start with an [icebreaker](#).
- Set up a regular calendar reminder to check in with a co-worker every day. A quick check in on Teams could lead to a long-lasting friendship!

More connecting options

The [#WithMe@Heart ERG](#) was created in the wake of the COVID-19 pandemic to offer employees new opportunities for social interaction, camaraderie and personal growth.

Parenthood Journey

[Ovia](#) provides resources throughout the parenthood journey. Available to BCBS medical plan participants.

Join **Parents @ Heart**, an employee resource group (ERG) for moms, parents, others, balancing work, family and the responsibilities of parenting. Visit the [Teams site](#) for channels including Active with Kids, Blog for Parents at Heart, and Coffeehouse Chat. Questions? Contact ParentsERG@heart.org.

Participate in a [Well onTarget](#) personal challenge, e.g., Be an Influencer, Buddy Up, Say Something Nice.

Social well-being increases your capacity to thrive — meaningful connections and relationships.

Connect with your AHA colleagues

AHA's Employee Resource Groups (ERGs) create a welcoming environment that fosters diversity awareness and values the inclusion of employees from various backgrounds and life experiences. Visit [Sharepoint](#) for information on each group:

- BraveHearts
- Harmony Health
- Happiness (H3)
- Heart & Soul
- Hearts with Pride
- Heartmasters
- Latinx
- Lions @ Heart
- Parents @ Heart
- Service @ Heart
- #WithMe @ Heart

Mentoring Program (M.O.R.E.) is a professional development program that brings mentors and mentees together for the exchange of knowledge, expansion of professional networks and exploration of career opportunities. Visit [Sharepoint](#) for more information or email diversity@heart.org.

The **Office of Health Equity** hosts weekly **Office Hours** to provide staff an opportunity to engage with the [OHE team](#), equity leaders and their fellow staff to obtain real-time answers, feedback and continue the evolving equity conversations.

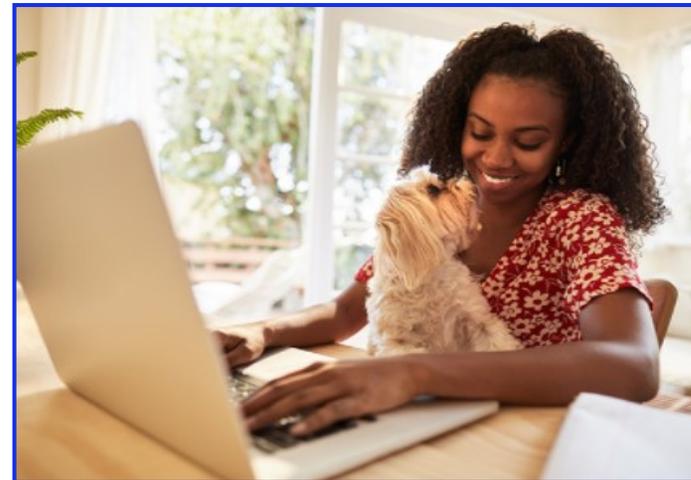
Visit face-to-face, virtually

Microsoft Teams let you connect **with your team and AHA friends**. Schedule a few minutes for a Coffee Chat.

Care for your furry friend

Pets offer many well-being benefits. Share pictures or stories about your furry friends on the [Furry Four-legged Friends and More](#) Teams channel.

Learn how you can make a [Healthy Bond for Life](#).



Nationwide Pet Insurance offers low-cost health and accident insurance. Visit [Nationwide](#) or call 1-866-332-7620 and mention you are an AHA employee.

Financial related stress can affect aspects of your life which can slow productivity at home and at work.

Review & revise your budget

Information is power, and is one of the greatest tools we have to manage stress. If you don't have a budget, consider creating one to help manage expenses. What do emergency or urgent funds mean to you and has that changed over the past year?

Manage time spent

Consider using a digital platform to help manage when you work on your finances. This will help you save time and effort and allow you to block time in your week for financial management or to review your budget.



Search the app store on your phone for solutions that can help you budget, save, or try your hand at investing.

There are numerous free or low-cost apps that help with budgeting, rounding up, and more.

Try a self-management program

Looking for another way to stay focused on your financial well-being goals? Give the Well onTarget **"Financially Fit" [Self-Management Program](#)** a try! This financial program will help you learn more about financial wellness, but is especially geared toward those who are experiencing some level of stress related to their personal finances. It guides you through the basics of building a financial wellness plan including: defining financial goals, evaluating your financial situation, reviewing your monthly expenses, eliminating debt, saving for the future and planning for retirement.

Talk to a professional

[NexGen EAP](#), offers a free half hour session to consult with a financial professional to discuss credit rating, bankruptcy, or help with issues such as debt consolidation, tax questions, loans and more. You can also access tools, calculators and financial articles all in one place. [Learn more here](#). Use Company ID 8868 to register.



Manage your financial life today, while preparing for the future and anything unexpected along the way.

Check in on your current status

Fidelity's Financial Wellness Programs help you take control of your finances. Take the [Financial Wellness Checkup](#) and explore Fidelity for ways to help manage your full financial picture.

The **Bank at Work Program** gives you access to banking and borrowing solutions along with [financial education and tools](#). They can help with what's next through [Better Money Habits](#). To learn more visit bankatwork.bankofamerica.com.



Review the [Understanding Your Pay: Guide for Employees](#) to learn how you're being compensated at a competitive rate. Visit [ADP](#) to review your pay stubs or update your tax withholding.

Plan for what's ahead

Whether your retirement is decades away or just around the corner, learn about AHA's robust [retirement plans](#) to start saving after your first check, then enjoy AHA's contributions after two years of service.

Legal Shield and ID Shield provides access to professional counsel, tools and ready to use legal forms as well as identity theft protection. Visit [LegalShield](#) to learn more (Login: aha, Password: tx75231).

Rocket Lawyer can help when buying a home, working through a landlord dispute, or planning your estate with access to professional counsel and forms. Visit [Rocket Lawyer](#), enter your AHA email address, and activate your account.

[Hartford](#) offers online will preparation, funeral planning and concierge services, and beneficiary assist counseling service.

Consider [Supplemental Life Insurance](#) for yourself, your spouse, or children (up to age 26). Review your life insurance beneficiaries in [Workday](#) and ensure they are current.

Practice stress-management techniques, be resilient and create emotions that lead to good feelings.

Check in, not check out

Take a break if and when you need one. Whether it is time to take a 20-minute stride or call a friend for a quick check-in, every bit helps.

Help reduce your stress; ensure that breaks are meaningful. Try not to mindlessly scroll on your phone or turn on the TV. Instead, tune into your breathing, get out of your head, and take a few minutes to do something for yourself, e.g., meditate, exercise, organize clutter, laugh, listen to music—focus on what matters!

Work your strengths

Start your to-do list with something you're good at to build your confidence. Then tackle a tougher task.

Attitude of gratitude

Thank a co-worker for something that they did by sending a [Workday](#) badge or a compliment. You are validating their sense of purpose and belonging and making yourself feel better in the process, too!

Send a text, email, or handwritten note to someone you are grateful for, has been supportive in your life, or you think might need a little boost.



Block a few minutes on your calendar to take time for yourself.

Set aside time every month to reach out to colleagues to thank them with [Workday](#) badges, an email, or handwritten card.

Lower your stress

The [Well onTarget](#) wellness program offers stress management personal challenges i.e., You can lower your stress in only 24 seconds, Brain Busters, and Mindful Meditation.

Need some inspiration?

"You don't have to see the whole staircase, just take the first step."
-Martin Luther King, Jr.

Think of an area you want to improve and take small steps in the right direction.



Mental well-being is how we respond to life's ups and downs.

Recognize a teammate

[Give Feedback and Badges](#) in **Workday** to recognize a colleague or team. Check out these [quick recognition tools](#).

Connect with a coach or work at your own pace

Try one of the [Well onTarget](#) programs, [Self Management](#) or [Coaching](#); get tips, techniques, to help manage stress. Learn about healthy eating, financial fitness, physical activity, weight management, tobacco cessation, and more.

Learn stress management tips

Visit the [Stress Management channel](#) from **Heart U** for podcasts, articles, and quick trainings on how to handle stress and cope with pressures at work and home.



Talk to a professional

The AHA's **Employee Assistance Program (EAP)** assists with personal issues that can affect relationships. Basic services include free, voluntary, short-term counseling and referral for various issues such as stress, grief, family problems, alcohol and other substance abuse. The virtual concierge tool helps save you time by researching anything from day cares to elder care resources, travel planning or entertainment. Visit [NexGen](#) and use Company ID 8868 or call 1.800.EAP.CALL.

Teladoc Behavioral Health is a convenient option that allows you to talk to a licensed doctor, psychiatrist, psychologist, social worker, counselor or therapist.

Behavioral Health can treat many behavioral conditions such as stress, anxiety or depression, addiction, family or grief counseling and domestic abuse. Visit [Teladoc](#) to set up your account.

Positive work experiences produce pride, satisfaction and value. Work and personal life balance is important.

Create a commute

As much as commuting to the office can be a stressor, it helps you transition your time at work from your time at home. **Create a virtual commute** for yourself to help mentally separate your time.

Schedule a family meal

Set a goal as a family to **eat at least one meal together each day**. Schedules may not always allow, but as long as you strive for family meals, it will continue to positively impact your work-life balance.

Infant CPR Anytime® Kit

Are you a new parent (or grandparent)? The AHA is happy to send you an **Infant CPR Anytime® Kit (at no cost)**. This kit is for those who want to learn lifesaving infant CPR and choking skills in about 20 minutes. We'll automatically send the kit to employees on leave for the birth/care of an infant.

Contact [My HR Connection](#) for other AHA family births or adoptions to receive a kit.



Employee Appreciation Week

Gratitude is the gift that keeps on giving and AHA staff deserve nothing less! Each year, the Activities Committee invites you to celebrate **Employee Appreciation Week!** Show your teammates how much you appreciate them. Several Employee Appreciation related events and activities are offered.

Hope Health Newsletter

Read the quarterly [Hope Health Newsletter](#) for fun, quick tips and resources related to body and mind.



Create a ritual that signifies the beginning and end of your day.

Turn off your computer each night. Allow your computer and yourself some rest.

Talk it out

Keep lines of communication open with your team and manager. Talk with your manager to establish a plan to accomplish your work while maintaining flexibility and overall resilience in the ever-changing work and home environments.

Teladoc's [Embracing mental health discussions in the workplace](#) has tips to have a safe conversation if a co-worker wants to talk.

Take a Fierce 5-minute break

AHA's movement to make meetings shorter by 5 minutes and encourages you to make those extra 5 minutes Fierce! Take a break and stand, stretch, stride, meditate, or grab a healthy snack. Sometimes, that's all it takes to get back on track. [Move more together!](#)

AHA's Work-Life Balance Resources

Employee Holidays

AHA announces the specific dates of all observed holidays before the beginning of each calendar year and offers 12 days each year. This includes 4 days off around the Christmas holiday. See AHA [Holiday Calendar](#).

Paid Time Off (PTO)

Full-time and part-time employees are entitled to accrue PTO based on length of service. PTO begins accruing on your hire or rehire date. Part-time employees accrue PTO on a prorated basis. Visit [Workday](#) to request your time off.

Years of Service	Accrual Amounts (Weekly/Pay Period)	Annual Accrual (Hours/Days)	Maximum Accrual Balance (Hours)
Less than 3 yrs	2.31 / 4.62	120.45 / 16	180.68
3-9+ yrs	3.08 / 6.16	160.60 / 21	240.90
10+ yrs	3.78 / 7.56	197.10 / 26	295.65

Earn Wellness Hours for participating in Well onTarget

Earn one day (7.5 wellness hours) for completing a minimum of two (2) well-being programs through Well onTarget during the fiscal year. In [Workday](#), select 'Wellness' as the type of your time off request and take some time for you.



Flexible Work Arrangements

AHA offers Flexible Work Arrangements (when possible) as an alternative to traditional work schedules to help achieve the vision of AHA as a more compelling place to work. View the policy and application [here](#).

MyEvoke Benefits Portal

[MyEvoke](#) allows access to all of your AHA benefits and perks in one convenient app and website. Experience personalized, data-driven nudges to prompt action at your most relevant moments and create your personalized benefits experience at your fingertips.

AHA's Work-Life Balance Resources

Heart U

[Heart U](#) offers many resources that are just a click away. A few of our favorites are the [Stress Management](#) channel, [Mental well-being](#), [Overcoming Burnout](#), and [Work-Life Balance](#). Watch videos, take a course, or read a book summary to assist in your wellness journey. Whatever your preference, whatever the time, Heart U has something for you!

AHA Wellness Team

The [AHA Wellness Team](#) is available to help connect you to the wellness program, Well onTarget, as well as local region resources, activities or events you can get involved in.

Innovation @Heart

Innovation @Heart is a series of live webcasts for staff which features AHA leaders sharing insights on a variety of topics including health & well-being.

Microsoft Teams

AHA's communication platform has communities to connect and share helpful tips and ideas across the AHA. Consider joining the [AHA Activities Community](#) where you can find channels such as onTarget -Stay Active Plus, Mindfulness and Meditation, Show Us Your Good, Celebrations and more.

Are you or a loved one experiencing stress, anxiety, or depression? Quick contacts:

- Crisis Text Line: Text HOME to 741741
- National Suicide Prevention Lifeline: 1.800.273.8255
- SAMHSA's Disaster Distress Helpline: 1.800.985.5990
- AHA's Employee Assistance Program: 1.800.327.2255
- AHA's Teladoc Behavioral Health Program: 1.800.835.2362
- The Trevor Project's Trevor Lifeline for LGBTQ youth: 1.866.488.7386
- National Alliance on Mental Illness (NAMI) Helpline: 800.950.NAMI

View other Mental Health Community Resources [here](#).

Questions about the resources in this guide? Contact [My HR Connection](#).

