

PERSONNEL WORKFORCE SECONDARY TRAUMATIC STRESS: 5515P

- I. In addition to the staff wellness program, the district will establish a diverse and inclusive Workforce Mental Health Committee. The District will seek committee members who have the interest and skills to best serve the committee. The District's Workforce Mental Health Committee will consist of at least the following:
 - A. One teacher and classified staff member from the K-8 level;
 - B. One teacher and classified staff member from the high school level;
 - C. One staff member from student services and/or support staff (e.g.; school counselors, social workers, liaisons, etc.);
 - D. One center office administrator who has funding authority and one central office administrator who can represent Human Resources, this can be the same person;
 - E. One K-8 building administrator and one high school administrator.
- II. The committee will evaluate additional resources related to secondary traumatic stress, including those provided by OSPI, the ESD, and the School Employees' Benefits District.
- III. Materials and resources related to secondary traumatic stress will be shared district-wide via:
 - A. Canvas Wellness Hub and Email Communication – Leadership Links
 - 1. Wellness Waves – Monthly Newsletter
 - 2. Surveys and Assessments
 - 3. Wellness Practices and Opportunities
 - 4. Connection to Wellness Resources
 - B. Human Resources webpage, benefits communications, and on-boarding process
- IV. The duties of the FWPS staff wellness program and the workforce mental health committee will include:
 - A. Sharing supports available through OSPI, ESD, and SEBB through the Canvas Wellness Hub;
 - B. Sharing links to a secondary traumatic stress self-assessment tool and any associated resources through the Canvas Wellness Hub;

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- C. Providing opportunity for staff to give anonymous feedback and review data collected through the Canvas Wellness Hub;
- D. Utilizing data collected, report to the District at least once per year with a summary of committee and Wellness Program activities, status of staff well-being, and an assessment and recommendations for the implementation of this policy and procedure.