



NELSON CHRISTIAN SCHOOL SOCIETY

Staff Wellness Program Policy Handbook

Supporting a workplace where staff feel valued, cared for, included, and heard

Effective Date	[September 8, 2026]
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Wellness Inspiration

“Dear friend, I pray that you may enjoy good health and that all may go well with you, even as your soul is getting along well.”

— 3 John 1:2

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Staff Wellness Program Policy

1. Introduction

The NCSS Staff Wellness Program is designed to support the overall well being of the staff within our society. As this is a new initiative, the program will continue to be evaluated and refined to ensure it effectively meets the needs of staff and aligns with the Society's goals and available resources.

NCSS reserves the right to review, modify, suspend, or discontinue any aspect of the Staff Wellness Program at any time. Any changes to the program will be communicated to employees in a timely manner.

2. NCSS Mission

The NCSS Staff Wellness Program supports the Society's mission of Growing in Christ-centered: Service, Academics and Character by fostering the spiritual, physical, emotional, social, and professional well-being of employees. NCSS believes healthy, engaged, Christ-centred employees are better equipped to serve students, families and one another while modelling Christian character and pursuing excellence in education.

3. Statement

Nelson Christian School Society (NCSS) is committed to fostering a healthy, respectful, inclusive, and supportive workplace in which employees feel valued, cared for, included, and heard. NCSS recognizes that employee wellness contributes to individual well-being, positive workplace culture, and the effective delivery of services to students, families, and the broader school community.

NCSS further recognizes that workplace wellness includes spiritual, physical, mental, emotional, social, and professional well-being. Through this policy, NCSS establishes a framework for practical support, wellness activities, staff feedback, and leadership accountability.

NCSS recognized God's desire for his children to live in a way that pleases him, taking good care of themselves for His glory.

4. Purpose

The purpose of this Staff Wellness Program is to establish a clear and supportive framework for promoting staff wellness at Nelson Christian School Society (NCSS). This program is intended to foster a healthy, respectful, inclusive, and supportive workplace culture where employees feel valued, included, and heard.

Through practical wellness initiatives, resources, and opportunities for engagement, NCSS seeks to support employee well-being, encourage positive staff participation, and strengthen a sense of belonging

within the workplace. This program also provides guidance for the fair and consistent administration of wellness supports and initiatives.

5. Guiding Principles

5.1 Christ-Centred Care and Service

NCSS seeks to reflect Christ-centred care, compassion, encouragement, and service in the way staff are supported, valued, and treated within the workplace.

5.2 Dignity, Respect, and Fairness

All employees are to be treated with dignity, courtesy, fairness, and respect, consistent with NCSS' commitment to respectful relationships and the inherent value of each person.

5.3 Health, Safety, and Well-Being

NCSS recognizes that staff wellness includes spiritual, physical, mental, emotional, social, and professional well-being. Wellness initiatives should support a safe, healthy, and respectful work environment.

5.4 Inclusion, Accessibility, and Belonging

NCSS will seek to provide wellness opportunities that are welcoming, accessible, practical, and inclusive of staff across different roles, locations, schedules, employment classifications, and physical/emotional abilities.

5.5 Communication and Staff Voice

NCSS values constructive communication and appropriate opportunities for staff to provide feedback, share ideas, and contribute to a positive workplace culture.

5.6 Stewardship and Practical Sustainability

Wellness supports will be planned and administered responsibly, with consideration for NCSS' non-profit context, available funding, operational needs, and long-term sustainability. We support using resources as gifts from God and to be treated in a sustainability non-waste manner.

5.7 Continuous Improvement

NCSS is committed to reviewing and improving the Staff Wellness Program over time based on staff feedback, organizational priorities, operational experience, and applicable policy requirements.

6. Scope and Application

This policy applies to NCSS employees. It is intended to guide the administration of staff wellness initiatives and support. It does not form part of any individual employment contract and does not create a guaranteed benefit or continuing obligation beyond what NCSS approves from time to time.

Eligibility for specific wellness supports, activities, reimbursements, or subsidies may be subject to appointment status, FTE level, budget availability, operational needs, administrative procedures, participation requirements, and availability of approved providers or partners.

NCSS reserves the right to amend, suspend, limit, or discontinue any aspect of the Staff Wellness Program at its discretion, subject to applicable law.

7. Definitions

Term	Definition
Employee	An individual employed by NCSS, whether full-time, part-time, temporary, probationary, casual, term, or continuing, unless otherwise limited by a specific program provision.
FTE	Full-time equivalent, as recognized by NCSS for the employee's appointment.
Wellness Activity	A program, event, workshop, class, or organized initiative intended to support physical, mental, emotional, social, nutritional, or professional well-being.
Approved Provider	A qualified or registered provider, instructor, counsellor, organization, facility, or community partner approved by NCSS for the purposes of a wellness support.

8. Wellness Support Program

8.1 Christ-Centered Wellness - Missional/Service

NCSS recognizes that spiritual wellness is foundational to the well-being of its employees and is central to the Society’s mission of Growing in Christ-centered: Service, Academics and Character. To encourage faith in action and spiritual growth, employees holding a regular position of 0.5 FTE or greater are eligible to apply for **one (1) paid Mission Service Day** per fiscal year, subject to operational requirements and administrative approval.

The Mission Service Day provides employees with an opportunity to participate in approved ministry, volunteer, or community service activities that reflect Christian values and support the mission of NCSS. Eligible activities may include serving with churches, registered charities, community outreach programs, food banks, shelters, mission projects, or other NCSS-approved service initiatives.

Mission Service Day must be requested in advance, is non-cumulative, has no cash value if unused, and may not be used for personal business, vacation, or paid employment. Participation is intended to foster spiritual renewal, servant leadership, Christ-like character, and meaningful service to others while strengthening the employee’s overall well-being and connection to the mission of NCSS.

As a staff, **NCSS will be providing several opportunities for the** entire staff to serve in local community projects or missions.

8.2 Physical Wellness

Employees holding a regular position of 0.5 FTE or greater are eligible to apply for either a **one-month wellness membership** or a 10-punch (drop-in) wellness pass per school year, to a maximum value of \$75, subject to administrative approval and available funding.

NCSS recognizes that physical wellness contributes to overall health, energy, resilience, and work-life balance. As part of the Staff Wellness Program, eligible employees may receive limited support toward approved physical wellness activities, such as gym access, fitness centre admission, swimming, group fitness classes, or other approved physical activity programs. Eligible physical wellness expenses may include drop-in passes, punch passes, or short-term memberships from recognized local fitness providers, such as the Nelson & District Community Complex, Selkirk College Nelson Gym, Cranbrook, Creston, Trail, Castlegar, Grand Forks or another approved fitness facility. Reimbursement or coverage is subject to annual program limits, employee eligibility, available funding, and submission of an official receipt showing the provider's name, date of purchase, service or pass type, and amount paid.

8.2.1 Walking Groups and Step Challenges

NCSS may offer voluntary walking groups and step challenges as part of the Physical Wellness Program. These activities are designed to encourage regular movement, reduce stress, and build positive staff connection in an inclusive and supportive way.

Step challenges may be organized up to two times per school year, such as once before Christmas break and once before the end of the school year or semester break. Staff may participate individually or as part of a team, depending on the format selected by the wellness committee or leadership.

Participation is voluntary and should be based on each employee's personal health, comfort level, and physical ability. NCSS encourages staff to choose safe, appropriate activities and to seek medical advice when needed.

Subject to available funding, NCSS will provide pedometers, wellness incentives, or recognition to encourage participation, consistency, team engagement, and completion of wellness challenges.

8.3 Mental and Emotional Wellness Counselling Support

For employees who are not eligible for or enrolled in the NCSS health benefits program, NCSS may provide **reimbursement for up to three (3) counselling sessions** with a qualified Christian counsellor during times of crisis, significant personal hardship, or other challenging life circumstances, to a maximum of \$150 per session, subject to approval and available funding.

The counsellor must be appropriately qualified to provide counselling services and able to issue an official receipt indicating the provider's name, credentials, date of service, and amount paid. To protect employee privacy and confidentiality, NCSS will not request or collect counselling notes, diagnoses, treatment plans, or personal information disclosed during counselling sessions.

This support is intended to provide short-term mental, emotional, and spiritual wellness assistance and is not intended to replace emergency services, long-term medical treatment, psychiatric care, or specialized

clinical services. Employees experiencing an urgent or crisis situation are encouraged to contact emergency services, a crisis response line, or an appropriate healthcare professional.

Partial List of Suggested Counsellor (Additional names will be added in the future)

- Selah Therapy & Formation - www.selahtherapy.ca
 - Lisa De Vries (Chilliwack, BC + Online)
 - Andrea Hendy (Langley, BC + Online)
 - Samantha Henry (Langley, BC + Online)
- Design Christian Counselling - www.designcounselling.ca
 - Jesse Baker
 - Michelle Wong
- Alive Counselling Center - www.alivecounselling.com
- Alma Care Counseling - almacarecounseling.com
 - Julie Corona-McLean

8.3 Social Wellness

NCSS Social Committee Activities

NCSS values a workplace culture where staff feel connected, included, appreciated, and supported. The Social Wellness Program is designed to encourage positive relationships, belonging, team spirit, and community among employees.

Social wellness activities may include inclusive Christmas gatherings, staff celebrations, team-building activities such as staff games, staff appreciation events, shared meals, wellness walks, recognition activities, and other community-building opportunities.

The program may be led by the NCSS Social Committee, in collaboration with school administration. The group may assist with planning activities, encouraging participation, coordinating logistics, supporting inclusion, and gathering staff feedback.

Participation in social wellness activities is voluntary. NCSS will make reasonable efforts to ensure gatherings and activities are respectful, welcoming, accessible, and inclusive of staff across different departments, worksites, roles, and schedules.

Social wellness activities are subject to administration approval, available funding, scheduling feasibility, and alignment with NCSS values and workplace expectations.

Employees residing within a 30-minute commuting distance of Nelson contribute to the Social Committee Fund through payroll deductions. NCSS supports the program by matching employee contributions on a dollar-for-dollar basis.

8.4 Workplace Environment

NCSS is committed to providing a safe, welcoming, and supportive work environment that promotes employee well-being, collaboration, and productivity. Subject to operational needs, available resources, and facility limitations, the Society will make reasonable efforts to provide and maintain workplace spaces that contribute to staff wellness.

NCSS provides and maintains the following workplace amenities to support employee health, safety, and well-being:

- **Comfortable and ergonomic working spaces**
- **Clean, filtered drinking water** accessible to staff during working hours
- **Heating, ventilation, lighting, and temperature control** to maintain a safe, healthy, and comfortable working environment
- **Clean, well-maintained washroom facilities** equipped with appropriate hygiene supplies
- **A staff kitchenette** equipped with a refrigerator, microwave, kettle, and coffee maker to support meal breaks and staff well-being
- **Air purifiers** in workspaces and common areas to help maintain healthy indoor air quality
- **Radon mitigation systems and periodic radon level monitoring** in Society-owned facilities to help maintain a healthy indoor environment
- **Outdoor seating areas or green spaces** to provide opportunities for rest, reflection, and informal staff interaction during breaks
- **Safe walking routes** on or around school property to encourage physical activity and outdoor wellness during breaks

9. Employer Commitments

NCSS is committed to fostering a respectful, inclusive, and supportive workplace culture where staff wellness is valued. Where feasible, NCSS will provide reasonable opportunities for staff wellness, connection, and engagement, and will promote awareness of available wellness supports and resources. NCSS will encourage staff voice and voluntary participation in wellness planning and will periodically review wellness initiatives to ensure they remain relevant, meaningful, and effective.

10. Employee Responsibilities

Employees share responsibility in supporting a healthy and respectful workplace culture. Staff are encouraged to participate in wellness initiatives voluntarily, where interested and able, and to communicate concerns, ideas, or feedback in an appropriate and constructive manner. Employees are expected to use available wellness support responsibly and in accordance with applicable procedures, while respecting the privacy, dignity, personal boundaries, and preferences of colleagues.

11. Eligibility for Wellness Supports

Unless otherwise specified, wellness activities made available to staff are intended to be broadly inclusive and accessible to NCSS employees, subject to operational requirements. Certain supports may be limited to employees who meet specified eligibility criteria, including minimum FTE thresholds, approved participation requirements, or budget parameters.

Eligibility to apply for, request, or access wellness support does not guarantee approval, funding, reimbursement, or continued availability.

12. Staff Voice and Feedback Mechanisms

NCSS recognizes that staff wellness is strengthened when employees have opportunities to provide input. Staff input may be gathered through quarterly wellness surveys, feedback or suggestion opportunities, staff meetings or department discussions, supervisor check-ins, designated staff wellness planning discussions, and other appropriate communication channels.

Where appropriate, NCSS may communicate summary themes, updates, or responsive actions arising from staff feedback.

13. Recognition and Appreciation

NCSS recognizes that appreciation and acknowledgment are important contributors to employee wellness. Recognition initiatives may include staff appreciation events, milestone acknowledgements, peer recognition opportunities, welcome recognition for new employees, supervisor thank-you practices, and recognition of contributions across all staff roles and departments.

14. Confidentiality and Privacy

NCSS will respect employee privacy and confidentiality in the administration of wellness supports to the extent reasonably possible and permitted by law. Employees accessing wellness support will not be required to disclose more personal information than is reasonably necessary for program administration. This policy does not override legal reporting obligations, workplace safety obligations, or other policy requirements that may apply in particular circumstances.

15. Administration

This policy may be administered by NCSS administration, Superintendent, Human Resources, Finance Officer, or another designated administrator. NCSS may establish procedures, forms, deadlines, reimbursement limits, and approval processes for specific wellness supports. NCSS may determine

approved providers or community partners, annual or periodic budget limits, reimbursement ceilings, required documentation, participation processes, and timelines for submission or approval.

16. Policy Review

This policy will be reviewed periodically and may be updated by NCSS to reflect operational needs, staff feedback, budget considerations, and organizational priorities. NCSS may also review the effectiveness of the Staff Wellness Program through participation trends, staff feedback, and administrative observations.

Approval

This Staff Wellness Program Policy Handbook is submitted for review and approval.

Approved By	Kevin Bernhardt
Position	Superintendent
Date	July 21, 2026

References

Province of British Columbia. Healthy Workplaces.

<https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/healthy-communities/healthy-workplaces>

WorkSafeBC. Managing psychological health & safety.

<https://www.worksafebc.com/en/health-safety/create-manage/managing-psychological-health-safety>

WorkSafeBC. Psychological health and safety: A framework for success.

<https://www.worksafebc.com/resources/health-safety/books-guides/psychological-health-safety-framework-for-success?lang=en>

HealthLink BC. People Working Well.

<https://www.healthlinkbc.ca/find-care/find-health-services/program/people-working-well>

BC Public School Employers' Association (BCPSEA). Safety and Wellness.

<https://bcpsea.bc.ca/sector-services/occupational-health-safety/>

BC Public School Employers' Association (BCPSEA). OHS Resources & Tools.

<https://bcpsea.bc.ca/sector-services/occupational-health-safety/resources-tools/>

Nelson Christian School Society (NCSS)

Forms

Nelson Christian School Society

Mission Service Day Request Form

Staff Wellness Program

Purpose of this form: This form is used to request approval for a Mission Service Day under the NCSS Staff Wellness Program. The purpose of this initiative is to support employees' spiritual wellness by providing an opportunity to participate in ministry, volunteer, or community service activities that reflect Christian values and align with the Society's mission of Growing in Christ-centered: Service, Academics and Character.

Note: Completion of this form does not guarantee approval. Requests are reviewed based on eligibility, available funding, program guidelines, and leadership approval.

Employee Name: _____

Position/Role: _____

Mission Service Activity

- ☐ Date of Mission Service Day: _____
- ☐ Organization / Church / Ministry: _____
- ☐ Location: _____

Description of the Activity

Please briefly describe the ministry, volunteer, or community service activity you will be participating in.

Employee Acknowledgement

By signing below, I understand and acknowledge that:

- ☐ Mission Service Day is limited to **one (1) paid day per fiscal year**.
- ☐ Approval is subject to operational requirements and administrative approval.
- ☐ Mission Service Day must be used for approved ministry, volunteer, or community service activities that align with the mission and values of NCSS.
- ☐ Mission Service Day may not be used for personal business, vacation, or paid employment with another organization.
- ☐ This benefit is **non-cumulative**, has **no cash value if unused**, and cannot be carried forward to a future fiscal year.
- ☐ I agree to notify my supervisor promptly if the approved activity is cancelled or significantly changed.
- ☐ I understand that NCSS may request reasonable confirmation of participation if necessary for program administration.

Employee Signature: _____

Date: _____

Supervisor Approval: _____

Nelson Christian School Society

Physical Wellness Support Request Form

Staff Wellness Program

Purpose of this form: This form is used to request approval for eligible physical wellness support under the NCSS Staff Wellness Program. The purpose of this benefit is to encourage staff well-being, healthy movement, and work-life balance.

Note: Completion of this form does not guarantee approval. Requests are reviewed based on eligibility, available funding, program guidelines, and leadership approval.

Employee Name: _____ Date Request: _____

Position/Role: _____ Name of Facility: _____

Total Cost of Requested Activity or Pass (we reimburse up to \$75 annually): _____

Wellness Support Request

- | | |
|---|--|
| ☐ Gym or fitness centre drop-in pass | ☐ 10-punch fitness or recreation pass |
| ☐ Short-term gym or fitness membership | ☐ Swimming or aquatic wellness pass |
| ☐ Other approved physical wellness activity: _____ | |

Wellness Purpose

Please briefly describe how this request supports your physical wellness, movement, or overall well-being.

Employee Acknowledgement

By signing below, I understand and acknowledge that:

- ☐ Participation in the Physical Wellness Support Program is voluntary;
- ☐ Approval is subject to program eligibility, available funding, and leadership review;
- ☐ Expenses should not be incurred with the expectation of reimbursement unless approval has been confirmed;
- ☐ I am responsible for choosing activities that are safe and appropriate for my personal health, comfort level, and physical ability;
- ☐ I should seek medical advice before participating if I have any health concerns, injuries, or medical limitations;
- ☐ If reimbursement is approved, I must provide an official receipt showing the provider's name, date of purchase or service, type of pass or activity, and amount paid;
- ☐ NCSS will only collect information necessary to review and process the request; and
- ☐ NCSS is not responsible for personal injuries, cancellation fees, unused passes, additional costs, or expenses beyond the approved amount.

Employee Signature: _____ Date: _____

Supervisor Approval: _____

Nelson Christian School Society

Mental and Emotional Wellness Counselling Support Request Form

Staff Wellness Program

Purpose of this form: This form is used to request approval for eligible counselling support under the NCSS Staff Wellness Program. The purpose of this support is to encourage staff well-being by providing access to short-term mental and emotional wellness support through a qualified professional.

Note: Completion of this form does not guarantee approval. Requests are reviewed based on eligibility, available funding, program guidelines, and leadership approval.

Employee Name: _____ Date Request: _____

Position/Role: _____ Name of Counsellor: _____

Cost Per Session (we reimburse up to \$150 per session); _____

Number of Sessions Requested (maximum of 3 session per contract year): _____

Total Cost of Support (we reimburse up to \$450 annually): _____

Employee Acknowledgement

By signing below, I understand and acknowledge that:

- participation in the Mental and Emotional Wellness Counselling Support Program is voluntary;
- approval is subject to program eligibility, available funding, and leadership review;
- expenses should not be incurred with the expectation of reimbursement unless approval has been confirmed;
- counselling support must be provided by a qualified mental health professional approved under NCSS program guidelines;
- if reimbursement is approved, I must provide an official receipt showing the provider's name, credential, date of service, and amount paid;
- NCSS will not request or collect counselling notes, diagnosis, treatment plans, or personal clinical details;
- NCSS will only collect information necessary to review, approve, and process the request;
- this support is intended for short-term mental and emotional wellness support and does not replace emergency care, medical treatment, psychiatric care, or specialized clinical services; and
- In urgent or crisis situations, I should contact emergency services, a crisis line, or an appropriate healthcare provider.

Employee Signature: _____ Date: _____

Decision:

- Approved
- Approved with conditions
- Not approved

Approval

Reviewed / Approved By:	_____
Position:	_____

Date:

Nelson Christian School Society

Staff Voice and Wellness Feedback Form

Staff Wellness Program

STAFF VOICE AND WELLNESS FEEDBACK FORM

Purpose of this Form

NCSS values staff input and recognizes that employee voice is an important part of building a respectful, supportive, and healthy workplace culture. This form provides staff with an opportunity to share feedback, ideas, concerns, and suggestions related to staff wellness, workplace culture, and employee engagement. Feedback received through this form may help guide future wellness planning, improve existing initiatives, and identify opportunities to better support staff well-being.

Confidentiality Notice

Staff may choose to submit this form with their name or anonymously. Feedback will be reviewed with discretion and respect. Please note that anonymity may limit NCSS' ability to follow up directly. Confidentiality cannot be guaranteed where the information shared involves safety concerns, legal obligations, harassment, discrimination, workplace misconduct, or other matters that require formal follow-up under applicable policies or procedures. This form is intended for general wellness feedback and suggestions and is not intended to replace formal reporting processes for urgent, safety-related, harassment, discrimination, employment, or misconduct concerns.

Section 1: Staff Information

Name (Optional)

Position / Department (Optional)

Date Submitted

Would you like this feedback to remain anonymous?

☐ Yes ☐ No ☐ I am including my name only for follow-up purposes

Section 2: Type of Feedback

Please select the category that best describes your feedback:

☐ Wellness activity suggestion

☐ Workplace culture feedback

☐ Staff engagement idea

☐ Concern affecting staff well-being

☐ Feedback about an existing wellness initiative

☐ Suggestion for improving communication

☐ Suggestion for improving staff morale

☐ Other: _____

Section 3: Feedback, Idea, or Concern

Please share your feedback, idea, suggestion, or concern:

Section 4: Importance to Staff Wellness

Why do you feel this is important for staff wellness, workplace culture, or employee engagement?

Section 5: Suggested Action or Recommendation

What action, improvement, or recommendation would you like NCSS to consider?

Section 6: Follow-Up

☐ Yes, I would like someone to follow up with me regarding this feedback.

☐ No follow-up is needed.

Section 7: Acknowledgement

- I understand that this form is intended for general wellness feedback, suggestions, and workplace culture input. I understand that urgent, safety-related, employment-related, harassment, discrimination, or misconduct concerns should be reported through the appropriate formal process.