



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure #1.209 WDOC Employee Wellness Program

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<b>Authority:</b> Wyoming Statute(s): 25-1-104; 25-1-105  ACA Standard(s):	<b>Effective Date:</b> October 1, 2006 <b>Revision/Review History:</b>
	<b>Summary of Revision/Review:</b> Establishes a new uniform WDOC policy and procedure for an employee wellness program that encourages employees to become more physically active and health conscience.
<b>Cross Reference of Policy:</b> P&P #1.205, <i>Employee Leave</i>	<b>Supersedes Existing Policy :</b>
<b>Approved:</b>  R.O. Lampert Robert O. Lampert, Director	9/18/06 Date

### REFERENCE

1. ATTACHMENTS
  - A. WDOC Form #141: *Waiver, Release of all Claims and Hold Harmless Agreement*
  - B. WDOC Form #142: *WDOC Employee Wellness Program Participant Consent Form*
  - C. WDOC Form #143: *Weekly Wellness Log and Point Counter*
2. OTHER – None Noted



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**I. PURPOSE**

- A. Promoting Employee Health and Wellness.** The purpose of this policy is to establish a voluntary employee wellness program that will encourage employees of the Wyoming Department of Corrections (WDOC) to become more physically active and health conscience. It has been shown that employees with more active lifestyles enjoy increased cardiovascular health, weight loss, stress reduction and better overall health. The benefits within the workplace may include improved productivity, reduced sick leave usage, decreased levels of employee stress, better employee relations and morale, reduced absenteeism, and improved recruitment and retention.

**II. POLICY**

- A. General Policy.** It is the policy of the WDOC to promote the health and well being of its employees through an employee wellness program that encourages wellness during break periods for registered participants whenever operations permit and rewards regular exercise, good nutrition and other healthy lifestyle choices through established incentives.
  - 1.** Expanding the WDOC’s investment in employees’ health can help reduce unnecessary use of medical services, absenteeism, on-the-job injuries and workers’ compensation costs. Wellness promotion in the workplace is one way that WDOC can encourage employees to take charge of their own fitness and health, which in turn helps hold down healthcare costs for everyone.

**III. DEFINITIONS**

- A. Employee:** *(For this policy only.)* Any person employed full-time, part-time, or under temporary appointment by the Wyoming Department of Corrections, including AWEC positions.
- B. Participant:** *(For this policy only.)* An employee of the Wyoming Department of Corrections who has met the requirements for participation in the Wyoming Department of Corrections’ Employee Wellness Program and who is registered to participate.
- C. Wellness:** The condition of good physical and mental health, especially when maintained by proper diet, exercise, and habits.



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- D. **Wellness Points:** Points awarded for participation in the Employee Wellness Program. Wellness points include points earned for participation in physical activities, for nutrition and for training, as well as bonus points offered for participation in special programs or achievement of specific fitness goals.
- E. **WDOC Employee Wellness Program Champions:** Registered participants in the Employee Wellness Program who volunteer to serve as liaisons between the agency-wide and local worksite employee wellness program and who organize wellness activities at individual worksites and coordinate local wellness initiatives.
- F. **WDOC Wellness Program Coordinator:** The person designated by the Director to serve as coordinator for the Wyoming Department of Corrections' agency-wide Employee Wellness Program and agency liaison to other wellness initiatives throughout the state.
- G. **WDOC Wellness Program Steering Committee:** A group of up to seven (7) employees appointed by the Director who have volunteered and expressed a strong interest in helping develop and maintain a viable employee wellness program for the Wyoming Department of Corrections and who are representative of all divisions and various worksites of the agency throughout the state.

**IV. PROCEDURE**

- A. **WDOC Wellness Program Steering Committee.** The WDOC Director shall appoint up to seven (7) employee volunteers to serve as WDOC's Employee Wellness Program steering committee for overlapping two (2) year terms under the direction of WDOC's Employee Assistance Program Manager, as the Director's designee.
  - 1. The Employee Wellness Program steering committee shall be comprised of employees who have volunteered and expressed a strong interest in helping develop and maintain a viable employee wellness program for WDOC, who are representative of all divisions and various worksites of the agency throughout the state, and who maintain at least minimum program participation requirements as registered Employee Wellness Program participants throughout the period of appointment.
  - 2. The Employee Wellness Program steering committee shall be responsible for approving and monitoring employee wellness programs established



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throughout the agency for effectiveness and for compliance with this policy.

3. The Employee Wellness Program steering committee will engage in such activities as reviewing individual wellness program proposals submitted by the various agency worksites, establishing participation point and incentive levels, providing the Director with recommendations regarding proposed incentives, monitoring and measuring participation levels, recognizing wellness program champions, and in reviewing this authorizing policy on an annual basis.
  4. The Employee Wellness Program steering committee shall meet quarterly beginning in September 2006 at a time and location to be determined by majority vote of the committee.
- B. WDOC Employee Wellness Program Champions.** The continued success of WDOC's Employee Wellness Program is dependent upon the willingness of employees to voluntarily serve as Employee Wellness Program champions at the local level. Such employees will be recognized by the WDOC Employee Wellness Program steering committee and the Director for their efforts to organize wellness activities at individual agency worksites and to coordinate local wellness initiatives.
1. Employee Wellness Program champions will serve as liaisons between the agency-wide and local worksite employee wellness program and must be registered wellness program participants.
- C. Requirements for Registration.** The requirements for registering to participate in the WDOC Employee Wellness Program are as follows:
1. Any employee who is interested in participating in WDOC's Employee Wellness Program while at work should first talk to their supervisor to ensure that participation in the program while at work will not interfere with the individual employee's normal workday activities;
  2. Any employee who is interested in participating in WDOC's Employee Wellness Program must complete WDOC Form #141, *Waiver, Release of all Claims and Hold Harmless Agreement*, and WDOC Form #142, *WDOC Employee Wellness Program Participant Consent Form*, and submit the forms to the WDOC Wellness Program Coordinator, who will explain the purpose, procedures, risks and benefits of the Employee Wellness Program to the employee prior to registration of the employee as an approved participant;



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**D. Requirements for Participation.** Once the employee has been approved as a registered participant in the WDOC Employee Wellness Program, the employee may begin his/her wellness program workout during his/her free time or while on break or combined break. However, as with any physical activity program, the participant should consult with his/her personal healthcare provider if he/she has not participated in a physical activity program for some time or has any concerning health conditions.

**1. Qualifying Activities.** Employees may participate in qualifying activities which include, but are not necessarily limited to such things as walking, aerobic dance, swimming, bicycling, dancing, cross-country skiing, running, jogging, aquatic exercise, stair climbing, elliptical training, rowing, yoga, Pilates, stretching exercises, and weight lifting.

**2. Point System.** Points can be attained for participation in qualifying activities, as well as for a healthy diet and healthy habits, in the following manner:

**i. Activity points:**

**a.** Participants receive one (1) point for every fifteen (15) minutes spent in slow movement, stretching or strength building activities such as strolling, yoga, pilates, or weight lifting.

**b.** Participants receive two (2) points for every fifteen (15) minutes spent in moderate or vigorous qualifying activities such as brisk walking, jogging, or stair climbing.

**c.** Participants who obtain a score on each section of a scheduled re-test of the P.O.S.T. pre-employment physical fitness standards test that meets or exceeds the minimum certification standards for correctional officer series staff in the agency will receive twenty-five (25) activity points for the week in which the re-test is taken.

**ii. Healthy Diet Nutritional Points:**

**a.** Participants receive one (1) nutritional point for each serving of fruits or vegetables consumed and one (1) nutritional point for every four (4) eight-ounce glasses of water drank each day, up to a maximum combined total of five (5) nutritional points per day.



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b. For the purposes of this policy, a serving of fruit or vegetable is:

- (1). One (1) medium-size fruit;
- (2). One-half (½) cup raw, cooked, frozen or canned fruits (in 100% juice) or vegetables;
- (3). Three-quarters (¾) cup (6 oz.) one hundred percent (100%) fruit or vegetable juice;
- (4). One-half (½) cup cooked, canned or frozen legumes (beans and peas);
- (5). One (1) cup raw, leafy vegetables; or
- (6). One-quarter (¼) cup dried fruit.

iii. Training Points:

a. Participants receive five (5) training points for attending a quarterly presentations sponsored by the WDOC Employee Wellness Program concerning some aspect of wellness or physical activity.

iv. Bonus Points:

a. Participants receive an additional five (5) bonus points per week for participation in any specially organized wellness program activities approved by the employee wellness steering committee (employee run/walk, softball tournament, dance class, etc.).

b. Participants receive an additional five (5) bonus points per week for walking ten-thousand (10,000) steps (4 miles) or more in a single twenty-four (24) hour period, as tracked by an employee-purchased or employer provided pedometer or over a measured distance.

c. Participants receive an additional five (5) bonus points per week for participation in the “Wellness Partner” program. To qualify, the participant must exercise with another registered participant in the WDOC Employee Wellness



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Program and both must attain at least ten (10) activity points for the week during joint exercise.

d. Participants may receive twenty-five (25) bonus points in any one calendar year for participation in an annual well-person physical and may also receive twenty-five (25) bonus points, up to once per calendar year, for participation in a state or community sponsored health fair/blood draw in which health assessments are completed and results received by the participant from the assessing organization.

(1). These bonus points may be claimed either the week in which the participant takes part in the health fair/blood draw or well-person physical, or the week in which the results are received, but not both.

(2). Participants may claim an additional twenty-five (25) bonus points if the assessment that they receive as a result of participation in a health fair/blood draw or well-person physical indicates a measurable decrease in blood pressure, body fat percentages, bad cholesterol level, or CHD ratio for risk of heart attack or stroke from the previous year's personal health assessment report. Improvement will be self-reported and proof will not be required to be submitted to the WDOC Wellness Program Coordinator.

3. **Minimum Points Requirement.** Minimum requirements are that the employee attains at least twenty-five (25) wellness points each week, including at least ten (10) activity points or an aggregate of one hundred and ten (110) wellness points within the same calendar month, including at least fifty (50) activity points.

4. **Points Logging.** Participants must track their physical activity using WDOC Form #143, *Weekly Fitness Log and Point Counter*, and must turn their logs in weekly to the WDOC Wellness Program Coordinator or designated Employee Wellness Program champion. Completed forms may be sent to the WDOC Wellness Program Coordinator or designated Employee Wellness Program champion in electronic format or in hard copy, in person or via the intra-agency mail system.

## E. Wellness During Break Periods



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1. Employees who choose to participate in the WDOC Employee Wellness Program and whose assignment requires formal relief by another staff member may participate in on-site wellness activities during their approved fifteen (15) minute break periods.
  2. Employees who choose to participate in the WDOC Employee Wellness Program and who do not require formal relief by another staff member may consolidate two (2) daily fifteen (15) minute break periods into one (1) thirty (30) minute period when participation in the program while at work will not interfere with the individual employee's normal workday activities or workplace operations.
    - i. All employees that wish to consolidate the break periods for the purpose of participation in the wellness program must be registered in the program and have their supervisor's approval.
  3. The thirty (30) minute break period is to be taken for the purpose of participating in wellness activities. These activities include, but are not limited to physical activity (e.g., walking, stretching) and attendance at quarterly wellness presentations sponsored by the Employee Wellness Program.
  4. In general, the thirty (30) minute break period should be near the middle portion of the scheduled work day. The break period may not be used to arrive thirty (30) minutes late or leave thirty (30) minutes early from work.
  5. Break periods are still part of the normal workday and participants should remain available to the supervisor should they be needed for work-related activities. While employees are encouraged to participate in this program, participation will require the employee's supervisor pre-approval and participation will not take priority over other job-related duties.
- F. WDOC Wellness Incentive Program.** Incentives will be given to registered participants in the Employee Wellness Program, based upon level and duration of participation. The following incentives are subject to change or discontinuance at any time upon orders of the Director.
1. All participants will be given a fitness-related item for their own use at the time of approved registration and will also be given the option to purchase a pedometer at their own expense.
  2. All participants will receive a stress ball or similar prize upon completion of the first thirty (30) days in the program at or above the minimum required level of participation.



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3. All participants will be provided with a Certificate of Completion signed by the Director or his/her designee for each ninety (90) days of participation during the first year of successful participation and annually thereafter.
4. Participants will be given a fitness-related item determined by the Employee Wellness Program steering committee upon completion of the first six (6) months participation in the program at or above the required minimum level of participation.
5. Participants will be given four (4) hours of administrative leave by the Director for completion of six (6) months of continuous participation in the program when participation during each of those months meets or exceeds the required minimum level of participation (i.e., twenty-five (25) wellness points per week for twenty-six (26) consecutive weeks or one hundred and ten (110) wellness points per month for six (6) consecutive months earns four (4) hours of administrative leave; approval shall be subject to guidelines for the awarding and use of administrative leave, as contained in WDOC Policy #1.205, *Employee Leave*.)
  - i. Part-time employees may also participate in the WDOC Employee Wellness Program and will be given the portion of the four (4) hours of administrative leave that is commensurate to their part-time employment (i.e., a half-time employee may receive up to two (2) hours of administrative leave for meeting the eligibility requirements in paragraph IV.F.5. above.)
  - ii. AWEC employees will only be eligible for administrative leave for successful participation in the WDOC Employee Wellness Program in accordance with this policy. They are not eligible for administrative leave for any other reason.
6. Participants will be given a fitness-related item determined by the Employee Wellness Program steering committee upon completion of each twelve (12) months of participation in the program at or above the required minimum level of participation.

**F. Special Recognition**

1. Top point earners in the WDOC Employee Wellness Program within each division will be named and recognized during WDOC's annual employee recognition ceremony.



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2. WDOC Employee Wellness Program champions shall be eligible for up to eight (8) hours of administrative leave, upon the recommendation of the WDOC Wellness Program Coordinator and with the approval of the Director, for extraordinary participation in the planning, development and implementation of local wellness initiatives.

**V. TRAINING POINTS**

- A. What is the purpose of the WDOC Employee Wellness Program?
- B. Who is eligible to participate in the WDOC Employee Wellness Program?
- C. TRUE OR FALSE? Prior to being approved for participation in the WDOC Employee Wellness Program, the employee must complete WDOC Form #141, *Waiver, Release of all Claims and Hold Harmless Agreement*, and WDOC Form #142, *WDOC Employee Wellness Program Participant Consent Form*, and submit the forms to the WDOC Wellness Program Coordinator.
- D. What is the minimum required level of participation in terms of wellness points per week or month?
- E. TRUE OR FALSE? Wellness points may be earned for participation in qualifying activities, as well as for a healthy diet and healthy habits.
- F. Who is eligible for an award of administrative leave for successful participation in WDOC's Employee Wellness Program and in what amount?