



WBC WELLNESS PROGRAM



Procedures

Purpose:

The purpose of this wellness program is to encourage employees to become more physically active and health conscious. It has been shown that those with more active life styles enjoy increased cardiovascular health, weight loss, stress reduction and better overall health.

Requirements:

To participate in the Wellness Program, you must:

- 1) Talk to your supervisor about your interest in the Wellness Program.
(Due to budgetary concerns and in the interest of productivity, the program should not interfere with your normal workday activities)
- 2) Complete Liability Form and Consent Form (forms are included).
- 3) Define and document your Wellness Program and goals for the period.
- 4) Submit forms to the Wellness Program Committee (Linda Jo Hill x2823, Anita Withers x2856, Terri Barr x2807, Candi Woske x2887, Shannon Stanfill x2841)
- 5) Begin your Wellness Program workout during your free time (examples: morning or afternoon break, combined breaks, lunch or before/after work).

Examples of qualifying exercises:

Walking	Aerobics	Dancing	Swimming
Bicycling	Skiing	Weight Training	Rowing
Physical Therapy	Running	Jogging	Yoga
Pilates	Stretching	Calisthenics	Boxing

Examples of Other program activities:

- Attend brown bag information sessions
- Water consumption
- Nutritional goals
- Wellness screening
- Blood draws
- Attend health related seminars/classes

- 6) Track your physical activity and goal progress on the Fitness/Activity Log and turn in monthly to a member of the Wellness Program Committee.
- 7) Minimum requirements are that the employee completes their defined program.

Rewards:

This program will reward employees that complete their defined program requirements by granting **(i.e. one day, four hours)** of administrative leave. Participants will also be recognized for goal achievements.

Special Point Considerations

If a participant has special nutritional or activity related issues, please take it to a committee member who discuss with the arbitration committee to determine changes in a specific point system.



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Questions you may have:



- Q: Who develops my Wellness Program and what is it based on?
A: You develop your own program (with doctor consultation if needed). The point incentives sheet gives you a basis from which to build your own program according to your own personal needs and goals. You will complete a Program sheet and submit it to the Committee. You can change your program at any time just by submitting a new Program sheet.
- Q: Once I commit to a program, can I change it?
A: Absolutely! Just submit another program sheet.
- Q: Who monitors my progress?
A: You do.
- Q: How were the point incentives chosen?
A: Other State agencies have wellness programs in place, those programs were used as a reference. The WBC program added incentives for other wellness related activities: nutritional awareness and routine medical visits.
- Q: What is a brown bag?
A: For the purpose of the wellness program, the brown bag will be an opportunity, over a lunch hour, where you can learn more about how to take care of yourself. BYOBBL (bring your own brown bag lunch).
- Q: Do I have to go to the WWP brown bags?
A: No, they are not required. They are so you can learn about exercise, nutrition, stress management and health screening.
- Q: When am I supposed to fit in this extra time for fitness?
A: Employees can use (with supervisor's approval) up to $\frac{1}{2}$ hour each work day for fitness related activities. This time can be added to your lunch, taken in two breaks, taken in the morning or the afternoon. Remember, the program should not interfere with your normal work day activities.
- Q: I already have a fitness program and I already eat well, how does this program benefit me?
A: Your healthy lifestyle may already be earning you points toward time off, just keep doing what your doing and add in the simple step of signing up for the program.
- Q: Do I have to use the Nutrition and Activity Log?
A: Only if you want to earn time off. You can use any method of documenting your program you wish. There are templates on Microsoft.com (see Terri), your physician/nutritionist might provide a log, your weight loss program will most likely provide a log (Jenny Craig, NutriSystems, Weight Watchers, etc.); or, come up with your own. Terri can help you lay it out in Excel or Word if you'd like.



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Q: Why is WBC forming a wellness program?

A: Healthy people get sick less often. The less sick time that is used means the more time our employees have to serve the citizens of the State of Wyoming (trite but true). Healthier people do not require as much medical attention therefore reducing medical claim which can affect insurance premiums.

Q: What happens to all the paperwork I have to fill out?

A: All documentation is confidential and will be held by Linda Jo. The only published information is that you are a participant, what your program consists of (nutrition, physical activity), and points earned.

Q: Who keeps track of my how many points I've earned?

A: The Committee will track points; however, it's always a good idea to track things yourself.

Q: If I earn 800 points in less than a year, can I take my $\frac{1}{2}$ day paid leave?

A: Certainly. Keep in mind that you will start over earning points when you take your $\frac{1}{2}$ day of earned paid leave