



Office of the Attorney General

Governor
Dave Freudenthal

Water and Natural Resources Division
123 State Capitol
Cheyenne, Wyoming 82002
(307) 777-6946 Telephone
(307) 777-3542 Fax

Chief Deputy Attorney General
Elizabeth C. Gagen

Attorney General
Patrick J. Crank

Deputy Attorney General
Jay A. Jerde

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ATTORNEY GENERAL'S OFFICE WORKSITE WELLNESS POLICY

PURPOSE:

To encourage Attorney General's Office employees to become more physically active and health conscious. It has been shown that employees with more active life styles enjoy improved health and well being. The Attorney General's Office Wellness Program (Wellness Program) rewards employees that complete six months of Wellness Program exercise requirements.

POLICY:

Pursuant to the action memo signed by Governor Dave Freudenthal, employees who choose to participate in the Wellness Program may consolidate two daily fifteen (15) minute break periods into one thirty (30) minute period. This policy statement is meant to explain and clarify when and in what manner this thirty-minute break should be utilized in connection with this Wellness Program.

Please remember that the 30-minute break is still part of your normal workday and that you should remain available to your supervisor should they need you for work-related activities. While we encourage you to participate in this program, your participation will require your supervisor's pre-approval and it shall not take precedence over your other job-related duties.

All employees participating in the Wellness Program are expected to adhere to the following guidelines, unless otherwise stipulated:

1. All employees that would like to consolidate break periods to participate in this Wellness Program must be registered in the program and have their supervisor's approval.
2. The 30-minute break period is to be taken for the purpose of participating in Wellness Program activities including, but not limited to, physical activity or Wellness Program presentations.

3. The 30-minute break period may only be taken for Wellness Program activities between the hours of 9:00 a.m. and 4:00 p.m., Monday-Friday. The break period shall not be used to arrive 30 minutes late or leave 30 minutes early from work.
4. All individuals participating in Wellness Program activities must complete a Wellness Questionnaire, and sign a Consent Form and a Wellness Liability Waiver. The Waiver releases the State of Wyoming from any liability or responsibility for any injury sustained while participating in Wellness Program activities.
5. The Wellness Program Coordinator will maintain the Wellness Questionnaire and any Fitness Logs in a confidential folder.

PROCEDURE:

To participate in this Wellness Program, you must:

1. Talk to your Deputy about your interest in the Wellness Program and obtain his/her approval for your participation.
2. Complete the Wellness Questionnaire, Consent Form and Liability Waiver Form and submit completed forms to the Attorney General's Office Wellness Program Coordinator, Nancy Vehr (7580).
3. Begin your Wellness Program workout during your free time, break or combined break. Examples of qualifying activities include: walking, hiking, jogging, running, aerobics, dance, swimming or aquatic exercise, bicycling, skiing, stair climbing, elliptical training, rowing, weight lifting, stretching, martial arts, basketball, tennis, or other similar activities.
4. Track your physical activity on the Fitness Log and turn it in monthly to the Wellness Program Coordinator.
5. The Attorney General's Office offers four (4) hours of administrative leave to each participant completing a minimum of 3 hours/week of qualifying activities for six consecutive months. All participants completing the minimum requirements are also entered into an annual drawing for an additional 4 hours of administrative leave. Administrative leave awards must be used within six (6) months of being awarded. The Attorney General's Office reserves the right to change these awards as warranted.