

Department of Administration & Information Wellness Program

A rewarding way to take charge of your health!



Yikes! I really should stop eating those triple cheeseburgers with

Do you have regrets about what you eat? Don't be victim to these cravings. Join the Wellness Program to see how we can help.

Learn about...

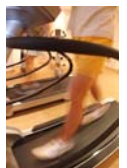
Nutrition



Physical Fitness for the Busy Beginners



Physical Fitness For the Experienced





DEPARTMENT OF ADMINISTRATION & INFORMATION WELLNESS PROGRAM POLICY AND PROCEDURE

PURPOSE

This is a voluntary Wellness Program for Department of Administration and Information (A&I) employees. The purpose of this Wellness Program is to encourage employees to become more physically active and health conscious. The program consists of participation in activities to promote regular exercise, good nutrition and other healthy lifestyle choices. The goal of this project is to increase the level of physical activity of employees through activities, such as walking for 30 minutes a day and to highlight healthy nutrition and lifestyle choices through wellness education.

POLICY

It is the policy of the Department of A&I to promote the health and well-being of its employees. Through this employee Wellness Program the Department of A&I encourages wellness for registered participants, whenever operations permit and rewards regular exercise, good nutrition and other healthy lifestyle choices through established incentives.

PROCEDURE

Wellness Program Committee – The Department of A&I Wellness 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 the Department of A&I, and are registered Wellness Program participants during time served on the committee. The committee is responsible for approving and monitoring employee wellness programs established throughout the agency for effectiveness and for compliance with this policy.

The committee will engage in such activities, as reviewing individual Wellness Program proposals submitted by various employees, establishing participation points and incentive levels, providing the Director with recommendations, regarding proposed incentives, monitoring and measuring participation levels, recognizing Wellness Program coordinators, and in reviewing this policy on an annual basis.

Wellness Program Coordinators – The Wellness Program Coordinators will serve as liaisons between the agency-wide and individuals' employee Wellness Program and must be registered Wellness Program participants.

REQUIREMENTS FOR REGISTRATION

The requirements for registering to participate in the Department of A&I are as follows:

1. Any employee who is interested in participating in the Department of A&I's Wellness Program, 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 the Department of A&I's Wellness Program must complete the *Waiver, Release of all Claims and Hold Harmless Agreement* and the *Program Participant Consent Form*, and submit the forms to the Department of A&I's Wellness Program Coordinators. Upon completion of these forms, the employee will be a registered participant.

Once the employee is a registered participant in the Department of A&I Wellness Program, the employee may begin his/her Wellness Program workout. 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.

PROGRAM

Wellness is an all-encompassing aspect of one's life. This includes everything from physical activity, the foods we eat, to stress in our lives. The Department of A&I Wellness Program is designed to focus on more than just physical fitness. The program is based on a point system. Participants earn points by participating in physical activity and monitoring nutrition. Participants will be required to turn in monthly logs of their earned points, distinguishing between nutrition points and physical fitness points. Point allowance is as follows:

Nutrition: Participants are awarded one point per serving of grains, fruits and vegetables, dairy, meats and beans, and 8 oz serving of water. Due to different diets and individual body types, the maximum earnable points are set at one serving above the daily-recommended allowance. Therefore, the maximum daily nutrition points one can earn is as follows:

<u>Category</u>	<u>Max Pts.</u>
Grains.....	7
Fruits & Veg.....	6
Dairy.....	4
Meats & Beans.....	6
8 oz Water.....	9
Total	32 points per day

Physical Fitness: Participants are awarded points for physical activity based on the intensity level and duration. To earn points for physical fitness, the participant must be performing at any one level of intensity for duration of 15 continuous minutes. The point allotment is as follows:

15 Continuous minutes of-	
Low Intensity.....	5 pts
Moderate Intensity.....	10 pts
High Intensity.....	15 pts

Low Intensity- You are not sweating and can talk normal throughout exercise. (Ex. Stretching, leisurely walk, etc.)

Moderate Intensity- You are starting to break a sweat and talking during exercise is broken up. (Ex. Brisk walk, biking, dancing, etc. *see attachment A*)

High Intensity- You are sweating and talking during exercise is rather difficult. (Ex. Jogging, running, circuit weight training, etc. *see attachment A*)

The program sets no maximum on the number of points one can earn through physical fitness.

This program allows for participation in physical activity during break periods with supervisor's approval. Employees who choose to participate in the Department of Administration and Information Wellness Program may consolidate their two daily fifteen (15) minute break periods into one thirty (30) minute period.

Please remember that the break period 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 pre-approval and it should not take priority over your other job-related duties.

All employees participating in the Department of Administration and Information Wellness Program are expected to adhere to the following guidelines, unless otherwise stipulated.

- 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 Supervisors approval.
- The 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).

- ***In general, the 30-minute break period should be taken between the hours of 9:00 a.m. and 4:00 p.m. Monday-Friday. The break period should not be used to arrive 30 minutes late or leave 30 minutes early from work; however, can be combined with lunch break.***

INCENTIVES

Department of A&I employees participating in the wellness program have the opportunity to earn many different incentives. The Department of A&I wellness committee will hold quarterly recognition seminars, where participants will be recognized for their hard work, and top performers will be awarded various incentives. These incentives include items such as water bottles, sweatshirts, pedometers, coupons, one-month memberships to local gyms, free massages, and more. Participants will also have the opportunity to earn four (4) hours of administrative leave every six months.

The administrative leave is based on the employee's total points every six months. To earn the administrative leave, the employee must earn 5000 points. *This is achievable. The average person that only earns half of their nutrition points and performs low intensity activity three times a week for 30 minutes will earn 3000 points.*

PARTICIPATION EVENTS

Department of A&I employees will also have the opportunity to participate in educational seminars, as well as different challenges and functions the Wellness Committee holds, such as the Holiday Maintain Don't Gain Challenge, Summer Campus Walks, Team Fitness Challenges.

Please direct any questions, comments, or concerns to the Department of A&I Wellness Committee Coordinator(s).

Agency Director Signature

Date

Program Coordinator Signature

Date

Attachment A

General Physical Activities Defined by Level of Intensity

The following is in accordance with CDC and ACSM guidelines.

Moderate activity ⁺ 3.0 to 6.0 METs* (3.5 to 7 kcal/min)	Vigorous activity ⁺ Greater than 6.0 METs* (more than 7 kcal/min)
<p>Walking at a moderate or brisk pace of 3 to 4.5 mph on a level surface inside or outside, such as</p> <ul style="list-style-type: none"> • Walking to class, work, or the store; • Walking for pleasure; • Walking the dog; or • Walking as a break from work. <p>Walking downstairs or down a hill Racewalking—less than 5 mph Using crutches Hiking Roller skating or in-line skating at a leisurely pace</p>	<p>Racewalking and aerobic walking—5 mph or faster Jogging or running Wheeling your wheelchair Walking and climbing briskly up a hill Backpacking Mountain climbing, rock climbing, rapelling Roller skating or in-line skating at a brisk pace</p>
<p>Bicycling 5 to 9 mph, level terrain, or with few hills Stationary bicycling—using moderate effort</p>	<p>Bicycling more than 10 mph or bicycling on steep uphill terrain Stationary bicycling—using vigorous effort</p>
<p>Aerobic dancing—high impact Water aerobics</p>	<p>Aerobic dancing—high impact Step aerobics Water jogging Teaching an aerobic dance class</p>
<p>Calisthenics—light Yoga Gymnastics General home exercises, light or moderate effort, getting up and down from the floor Jumping on a trampoline Using a stair climber machine at a light-to-moderate pace Using a rowing machine—with moderate effort</p>	<p>Calisthenics—push-ups, pull-ups, vigorous effort Karate, judo, tae kwon do, jujitsu Jumping rope Performing jumping jacks Using a stair climber machine at a fast pace Using a rowing machine—with vigorous effort Using an arm cycling machine—with vigorous effort</p>
<p>Weight training and bodybuilding using free weights, Nautilus- or Universal-type weights</p>	<p>Circuit weight training</p>
<p>Boxing—punching bag</p>	<p>Boxing—in the ring, sparring Wrestling—competitive</p>
<p>Ballroom dancing Line dancing Square dancing Folk dancing Modern dancing, disco Ballet</p>	<p>Professional ballroom dancing—energetically Square dancing—energetically Folk dancing—energetically Clogging</p>
<p>Table tennis—competitive Tennis—doubles</p>	<p>Tennis—singles Wheelchair tennis</p>
<p>Golf, wheeling or carrying clubs</p>	<p>-----</p>

Softball—fast pitch or slow pitch Basketball—shooting baskets Coaching children's or adults' sports	Most competitive sports Football game Basketball game Wheelchair basketball Soccer Rugby Kickball Field or rollerblade hockey Lacrosse
Volleyball—competitive	Beach volleyball—on sand court
Playing Frisbee Juggling Curling Cricket—batting and bowling Badminton Archery (non-hunting) Fencing	Handball—general or team Racquetball Squash
Downhill skiing—with light effort Ice skating at a leisurely pace (9 mph or less) Snowmobiling Ice sailing	Downhill skiing—racing or with vigorous effort Ice-skating—fast pace or speed skating Cross-country skiing Sledding Tobogganing Playing ice hockey
Swimming—recreational Treading water—slowly, moderate effort Diving—springboard or platform Aquatic aerobics Waterskiing Snorkeling Surfing, board or body	Swimming—steady paced laps Synchronized swimming Treading water—fast, vigorous effort Water jogging Water polo Water basketball Scuba diving
Canoeing or rowing a boat at less than 4 mph Rafting—whitewater Sailing—recreational or competition Paddle boating Kayaking—on a lake, calm water Washing or waxing a powerboat or the hull of a sailboat	Canoeing or rowing—4 or more mph Kayaking in whitewater rapids
Fishing while walking along a riverbank or while wading in a stream—wearing waders	-----
Hunting deer, large or small game Pheasant and grouse hunting Hunting with a bow and arrow or crossbow—walking	-----
Horseback riding—general Saddling or grooming a horse	Horseback riding—trotting, galloping, jumping, or in competition Playing polo
Playing on school playground equipment, moving about, swinging, or climbing Playing hopscotch, 4-square, dodge ball, T-ball, or tetherball Skateboarding Roller-skating or in-line skating—leisurely pace	Running Skipping Jumping rope Performing jumping jacks Roller-skating or in-line skating—fast pace

Playing instruments while actively moving; playing in a marching band; playing guitar or drums in a rock band Twirling a baton in a marching band Singing while actively moving about—as on stage or in church	Playing a heavy musical instrument while actively running in a marching band
Gardening and yard work: raking the lawn, bagging grass or leaves, digging, hoeing, light shoveling (less than 10 lbs per minute), or weeding while standing or bending Planting trees, trimming shrubs and trees, hauling branches, stacking wood Pushing a power lawn mower or tiller	Gardening and yard work: heavy or rapid shoveling (more than 10 lbs per minute), digging ditches, or carrying heavy loads Felling trees, carrying large logs, swinging an ax, hand-splitting logs, or climbing and trimming trees Pushing a non-motorized lawn mower
Shoveling light snow	Shoveling heavy snow
Moderate housework: scrubbing the floor or	Heavy housework: moving or pushing heavy

Source: U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Division of Nutrition and Physical Activity. *Promoting physical activity: a guide for community action*. Champaign, IL: Human Kinetics, 1999. (Table adapted from Ainsworth BE, Haskell WL, Leon AS, et al. Compendium of physical activities: classification of energy costs of human physical activities. *Medicine and Science in Sports and Exercise* 1993;25(1):71-80. Adapted with technical assistance from Dr. Barbara Ainsworth.)

* The ratio of exercise metabolic rate. One MET is defined as the energy expenditure for sitting quietly, which, for the average adult, approximates 3.5 ml of oxygen uptake per kilogram of body weight per minute (1.2 kcal/min for a 70-kg individual). For example, a 2-MET activity requires two times the metabolic energy expenditure of sitting quietly.

+ For an average person, defined here as 70 kilograms or 154 pounds. The activity intensity levels portrayed in this chart are most applicable to men aged 30 to 50 years and women aged 20 to 40 years. For older individuals, the classification of activity intensity might be higher. For example, what is moderate intensity to a 40-year-old man might be vigorous for a man in his 70s. Intensity is a subjective classification.

Data for this chart were available only for adults. Therefore, when children's games are listed, the estimated intensity level is for adults participating in children's activities.

To compute the amount of time needed to accumulate 150 kcal, do the following calculation: 150 kcal divided by the MET level of the activity equals the minutes needed to expend 150 kcal. For

example: $150 \div 3 \text{ METS} = 50$ minutes of participation. Generally, activities in the moderate-intensity range require 25-50 minutes to expend a moderate amount of activity, and activities in the vigorous-intensity range would require less than 25 minutes to achieve a moderate amount of activity. Each activity listed is categorized as light, moderate, or vigorous on the basis of current knowledge of the overall level of intensity required for the average person to engage in it, taking into account brief periods when the level of intensity required for the activity might increase or decrease considerably.

Persons with disabilities, including motor function limitations (e.g., quadriplegia) may wish to consult with an exercise physiologist or physical therapist to properly classify the types of physical activities in which they might participate, including assisted exercise. Certain activities classified in this listing as moderate might be vigorous for persons who must overcome physical challenges or disabilities.

–Note: Almost every occupation requires some mix of light, moderate, or vigorous activities, depending on the task at hand. To categorize the activity level of your own position, ask yourself: How many minutes each working day do I spend doing the types of activities described as light, moderate, or vigorous? To arrive at a total workday caloric expenditure, multiply the minutes spent doing activities within each intensity level by the kilocalories corresponding to

each level of intensity. Then, add together the total kilocalories spent doing light, moderate, and vigorous activities to arrive at your total energy expenditure in a typical day.

Attachment B



Handy Portion Control





Cut calories by keeping close tabs on how much you're eating--no matter where you are
by Gloria McVeigh

(Sept. 5, 2006) -- Eating right-size portions pays off, say Pennsylvania State University scientists, who found out how easily big servings lead to calorie overload.

On 2 consecutive days in each of 3 weeks, 32 subjects chose as many food portions as they wanted. But the serving sizes changed: regular size portions during week one became 50% larger the second week and doubled during week three.

Compared with the first week, total daily calories jumped by 335 per day for women and 504 for men during the second week, and by an astonishing 530 for women and 812 for men in the last week.

To make portion control super easy, print out this guide and carry it with you until you've committed it to memory.

Hand Symbol	Equivalent	Foods	Calories
	Fist 1 cup	Rice, pasta Fruit Veggies	200 75 40
	Palm 3 ounces	Meat Fish Poultry	160 160 160
	Handful 1 ounce	Nuts Raisins	170 85
	2 Handfuls 1 ounce	Chips Popcorn Pretzels	150 120 100
	Thumb 1 ounce	Peanut butter Hard cheese	170 100
	Thumb tip 1 teaspoon	Cooking oil Mayonnaise, butter Sugar	40 35 15