



THE STATE

OF WYOMING

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To: Potential Wellness Participants

**From: Marci Norby
Chris Petrie**

Subject: Worksite Wellness Program

Date: August 9, 2006

We would like to take a moment to encourage you to participate in our new Wellness Program. This program is designed to help you be more aware of your health and wellness. People who are active on a regular basis experience many health benefits including reduced stress and weight loss. Whether you are just starting out or have been active for years, our program will offer something for you. We will be taking this opportunity to be more active. We hope you will too.

Pursuant to the action memo signed by Governor Dave Freudenthal, employees who choose to participate in the Wyoming Public Service Commission and Wyoming Office of Consumer Advocate Wellness Program may consolidate either two daily fifteen (15) minute break periods into one thirty (30) minute period. This memo is meant to explain and clarify when and in what manner this thirty-minute break should be utilized in connection with the 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 pre-approval and it should not take priority over your other job-related duties.

All employees participating in the Wyoming Public Service Commission and Wyoming Office of Consumer Advocate Wellness Program are expected to adhere to the following guidelines.

- All employees that wish to consolidate the break periods for the purpose of participation in the wellness program **must be registered in the program** (sign the Participant Consent form), **have their Supervisors approval, sign Waiver/Hold Harmless Agreement, and track progress on a fitness log.**

- 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, bicycling).
- 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 will not be used to arrive 30 minutes late or leave 30 minutes early from work.
- All individuals who participate in wellness activities will need to sign a Wellness Liability Waiver. This waiver will release the State of Wyoming from any liability or responsibility for any injury sustained while participating in wellness activities off of State of Wyoming property.
- Participating employees may log wellness activities outside of their consolidated break periods during non-working hours as well as during their consolidated break periods.



