

# Procedures

## PURPOSE:

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

## REWARDS:

The Wyoming Insurance Department (WID) will reward employees that complete six continuous months of program requirements by granting four (4) hours of administrative leave.

## REQUIREMENTS:

**To participate in the Wellness Program, you must:**

- 1) Talk to your supervisor about your interest in the Wellness Program. (*The program should not interfere with your normal workday activities*)
- 2) Complete the WID Wellness Questionnaire, Liability Form and Consent Form (forms are included).
- 3) Submit forms to the Wellness Program Coordinator (Cheryl Fiechtner, 777-6887)
- 4) Begin your Wellness Program workout during your non-work time or break or combined break.

Examples of qualifying exercises:

*Walking      Aerobic dance      Swimming      Bicycling      Dancing*  
*Cross-country skiing      Running      Jogging      Aquatic exercise*  
*Stair climbing      Elliptical training      Rowing      Weight lifting*

- 5) Track your physical activity on the WID Fitness Log and turn in monthly to the Wellness Program Coordinator.
- 6) Minimum requirements are that the employee completes 3 hours per week or 13 hours per month of physical exercise.

**3 hours a week or 13 hrs a month for six continuous months**

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**four (4) hours of ADMINISTRATIVE LEAVE!**

**\*NOTE:** If a participant is unable to complete 3 hours in any given week because of unforeseen circumstances such as a family emergency or illness, the participant does not have to start over with regard to the six continuous months. Instead, the end date for the six months will be extended by the length of time missed.

## Wellness During Break Periods

Employees who choose to participate in the Wyoming Insurance Department (WID) Wellness Program may consolidate their 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 30-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 WID 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 WID Wellness Program must be registered in the program and have their Supervisor's 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.***
- **All individuals who participate in the WID Wellness Program will need to sign a Wellness Liability Waiver. This waiver will release the Wyoming Insurance Department from any liability or responsibility for any injury sustained while participating in WID wellness activities off of WID property.**