



**WYOMING DEPARTMENT OF CORRECTIONS**

**Policy and Procedure #1.209**  
**WDOC Employee Wellness Program**

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<p><b>Authority:</b>          Wyoming Statute(s): 25-1-104;          25-1-105</p> <p>ACA Standard(s): None Noted</p>	<p><b>Effective Date:</b> March 15, 2016</p> <p><b>Revision/Review History:</b>          02/15/15          02/15/14          02/15/13          01/15/12          04/06/09          11/01/07</p>
<p><b>Cross Reference of Policy:</b>          P&amp;P #1.208, <i>Employee Leave</i>,          P&amp;P #1.213, <i>Employee Recognition Program</i></p>	<p><b>Summary of Revision/Review:</b>          Updates existing policy pursuant to annual review.</p> <p><b>Supersedes Existing Policy :</b></p>
<p><b>Approved:</b></p> <p align="center">R.O. Lampert <span style="float: right;">3-1-16</span></p> <hr/> <p align="center">Robert O. Lampert, Director <span style="float: right;">Date</span></p>	

**REFERENCE**

1. ATTACHMENTS
  - A. **WDOC Form #141:** *Waiver, Release of all Claims and Hold Harmless Agreement*
  - B. **WDOC Form #142:** *WDOC Employee Wellness Program Participant Consent Form*
  - C. **WDOC Form #143:** *Weekly Wellness Log and Point Counter*
  
2. OTHER – None Noted



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## I. PURPOSE

- A. **Promoting Employee Health and Wellness.** The purpose of this policy is to establish a voluntary employee wellness program that will encourage employees of the Wyoming Department of Corrections (WDOC) to become more physically active and health conscious. It has been shown that employees with more active lifestyles enjoy increased cardiovascular health, healthier weight, stress reduction and better overall health. The benefits within the workplace may include improved productivity, reduced sick leave usage, decreased levels of employee stress, better employee relations and morale, reduced absenteeism, and improved recruitment and retention.

## II. POLICY

- A. **General Policy.** It is the policy of the WDOC to promote the health and well-being of its employees through an employee wellness program that encourages wellness activities during lunch time and break periods for registered participants whenever operations permit. The employee wellness program endorses local health and wellness events and rewards regular exercise, good nutrition and other healthy lifestyle choices and habits through established incentives.
1. Expanding the WDOC's investment in employees' health can help reduce unnecessary use of medical services, absenteeism, on-the-job injuries and workers' compensation costs.
  2. Wellness promotion in the workplace is one way that WDOC can encourage employees to take charge of their own fitness and health, which in turn may increase work place productivity and help hold down healthcare costs for everyone.

## III. DEFINITIONS

- A. **Employee:** *(For this policy only.)* Any person employed full-time, part-time, or under temporary appointment by the Wyoming Department of Corrections, including AWEC positions.
- B. **Participant:** *(For this policy only.)* An employee or contracted staff of the Wyoming Department of Corrections who has met the requirements for participation in the Wyoming Department of Corrections' Employee Wellness Program and who is registered to participate.



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- C. **Wellness:** A lifestyle that promotes a holistic balance between good physical, emotional, social, intellectual, spiritual and mental health, especially when maintained by proper diet, exercise, and healthy personal habits.
- D. **Wellness Points:** Points awarded for participation in the Employee Wellness Program. Wellness points include points earned for participation in physical activities, for healthy habits, for nutrition, and for training, as well as bonus points offered for participation in special programs, partnering with another program participant, not using tobacco products, or achievement of specific fitness goals.
- E. **WDOC Employee Wellness Program Champions:** Registered participants in the Employee Wellness Program who have a strong interest in helping develop and maintain a viable employee wellness program for the Wyoming Department of Corrections, who are representative of all divisions and various worksites of the agency throughout the state, who volunteer to serve as liaisons between the agency-wide and local worksite employee wellness program, who organize wellness activities at individual worksites, who coordinate, track and endorse local wellness initiatives, and who track participation by registered employees. Champions may, at their option, use registered co-champion(s) or a local wellness committee to assist them in any of these tasks.
- F. **WDOC Wellness Program Coordinator:** The person designated by the Director to serve as coordinator for the Wyoming Department of Corrections' agency-wide Employee Wellness Program and agency liaison to other wellness initiatives throughout the state.

**IV. PROCEDURE**

- A. **Requirements for Registration in the WDOC Employee Wellness Program.** The requirements for registering to participate in the WDOC Employee Wellness Program are as follows:
  - 1. Any WDOC full time, part time or AWEC employee; as well as WDOC contract employees.
  - 2. Any employee who is interested in participating in WDOC's Employee Wellness Program while at work should first talk to their supervisor to ensure that participation in the program while at work is coordinated with the individual employee's normal workday activities.



3. Any employee who is interested in participating in WDOC's Employee Wellness Program must complete WDOC Form #141, *Waiver, Release of all Claims and Hold Harmless Agreement*, and WDOC Form #142, *WDOC Employee Wellness Program Participant Consent Form*, and submit the forms to the local WDOC Wellness Champion, who will explain the purpose, procedures, risks and benefits of the Employee Wellness Program to the employee prior to registration of the employee as an approved participant.
4. The local WDOC Wellness Champion shall in turn forward the employee's registration information to the WDOC Wellness Program Coordinator for formal registration into the program.

**B. Wellness During Break Periods**

1. Employees who choose to register for and participate in the WDOC Employee Wellness Program and whose assignment requires formal relief by another staff member may participate in on-site wellness activities during approved fifteen (15) minute break periods.
2. Employees who choose to register for and participate in the WDOC Employee Wellness Program and who do not require formal relief by another staff member may consolidate two (2) daily fifteen (15) minute break periods into one (1) thirty (30) minute period when participation in the program while at work will not interfere with the individual employee's normal workday activities or workplace operations.
  - i. 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 must coordinate the combining of their break periods with their supervisor.
  - ii. The combined thirty (30) minute break period is to be taken for the purpose of participating in wellness activities only. These activities include, but are not limited to physical activity (*e.g.*, walking, stretching) and attendance at quarterly wellness presentations sponsored or sanctioned by the Employee Wellness Program.
  - iii. In general, the thirty (30) minute break period should be near the middle portion of the scheduled work day.
  - iv. The break period may not be used to arrive thirty (30) minutes late or leave thirty (30) minutes early from work.



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3. Break periods are still part of the normal workday and participants should remain available to the supervisor should they be needed for work-related activities.
  - i. While employees are encouraged to participate in this program, participation will require the employee's coordination with his/her supervisor.
  - ii. Participation in the wellness program during break periods will not take priority over other job-related duties.
- C. **Requirements for Participation in the WDOC Employee Wellness Program.**
  1. **Recommendation to Consult with Personal Healthcare Provider.** Once the employee has been approved as a registered participant in the WDOC Employee Wellness Program, the employee may immediately begin his/her wellness program workout during off-duty hours or while on break or combined break. 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.
  2. **Minimum Points Requirement.** Minimum requirements for qualifying participation levels are that the employee attains at least twenty-five (25) wellness points each week including at least ten (10) activity points, or an aggregate of one hundred and ten (110) wellness points within the same calendar month including at least fifty (50) activity points.
  3. **Point System.** Wellness points can be attained for participation in qualifying activities, as well as for a healthy diet, healthy habits, and participation in wellness training or bonus programs, in the following manner:
    - i. **Activity Points:**
      - a. **Qualifying Activities.** Employees may participate in qualifying activities which include, but are not necessarily limited to such things as walking, aerobic dance, swimming, bicycling, dancing, cross-country skiing, running, jogging, aquatic exercise, stair climbing, elliptical training, rowing, yoga, Pilates, stretching exercises, and



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weight lifting. These activities do not need to take place in a gym.

- (1) Participants receive one (1) point for every ten (10) minutes spent in anaerobic: slow movement, stretching or strength building activities such as strolling, yoga, Pilates, or weight lifting.
- (2) Participants receive two (2) points for every fifteen (15) minutes spent in aerobic: moderate or vigorous qualifying activities such as brisk walking, jogging, or stair climbing.

**b. Pre-Employment Physical Fitness Standards Test.** Employees are encouraged to achieve and maintain a standard of physical fitness equivalent to that required of P.O.S.T. certified employees upon initial employment. Therefore, participants who take part in a scheduled re-test of the P.O.S.T. pre-employment physical fitness standards test will receive an additional ten (10) activity points for the week in which the re-test is taken for attempting to complete all three portions of the test.

- (1) Participants who complete the test and obtain a score on each section of a scheduled re-test of the P.O.S.T. pre-employment physical fitness standards test that meets or exceeds the minimum certification standards for correctional officer series staff of the same age and gender will receive an additional fifteen (15) activity points for the week in which the re-test is taken, for a total of twenty-five (25) activity points for that week.

**ii. Healthy Diet Nutritional Points:**

- a.** Participants receive one (1) nutritional point for each serving of fruits or vegetables consumed and one (1) nutritional point for every thirty-two (32) ounces of water each day, up to a maximum combined total of five (5) nutritional points per day.
- b.** For the purposes of this policy, a serving of fruit or vegetable is:



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- (1) One (1) medium-size fruit;
- (2) One-half (½) cup raw, cooked, frozen or canned fruits (in 100% juice) or vegetables;
- (3) Three-quarters (¾) cup (6 oz.) one hundred percent (100%) fruit or vegetable juice;
- (4) One-half (½) cup cooked, canned or frozen legumes (beans and peas);
- (5) One (1) cup raw, leafy vegetables; or
- (6) One-quarter (¼) cup dried fruit.

**iii. Healthy Habits Points:**

- a. Healthy habits, including involvement in stress-reduction activities that enhance the individual's emotional, social, intellectual, spiritual or mental well-being may qualify the participant for additional points, but do not substitute for qualifying activities.
- b. In recognition of a need for holistic balance in one's approach to wellness, participants receive one (1) healthy habits point per week for each one (1) hour of involvement in stress-reduction activities that enhance the individual's emotional, social, intellectual, spiritual or mental well-being, up to a maximum combined total of five (5) healthy habits points per week.
- c. These personalized approaches to healthy habits may include organized and/or individual formal or informal routines, which the employee finds to be personally enjoyable and beneficial in reducing stress (*e.g.*, quilting; hunting; talking with friends and family; going to counseling; involving oneself in individual/group worship, religious study, or self-reflection; reading for learning or pleasure; photography; communing with nature; donating blood; volunteering for a charitable event; taking one's kids to the park; taking part in a backyard barbecue or family picnic; attending a cultural event; taking part in a community organization; *etc.*).



**iv. Training Points:**

- a.** Participants receive five (5) training points for attending a formal wellness presentation sponsored or sanctioned by the WDOC Employee Wellness Program or Wellness Champion concerning some aspect of wellness, health or physical activity, on or off site.

**v. Bonus Points:**

- a.** Participants receive an additional five (5) bonus points per week for participation in any specially organized wellness program activities approved by the Employee Wellness Champion (employee run/walk, softball tournament, dance class, nutrition class, heart healthy class, or any other health or wellness awareness or prevention event, “Biggest Loser” competition, *etc.*).
- b.** Participants receive an additional five (5) bonus points per week for walking or running ten-thousand (10,000) steps (4 miles) or more in a single twenty-four (24) hour period, as tracked by an employee-purchased or employer provided pedometer or over a measured distance.
- c.** Participants receive an additional five (5) bonus points per week for participation in the “Wellness Partner” program. To qualify, the participant must exercise with another registered participant in the WDOC Employee Wellness Program and both must attain at least ten (10) activity points for the week during joint exercise.
- d.** Participants may receive twenty-five (25) bonus points in any one calendar year for participation in an annual well-person physical and may receive twenty-five (25) bonus points, up to once per calendar year, for participation in a state or community sponsored health fair/blood draw and results received by the participant from the assessing organization.
  - (1)** These bonus points may be claimed either the week in which the participant takes part in the health



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fair/blood draw or well-person physical, or the week in which the results are received, but not both.

(2) Participants may claim an additional twenty-five (25) bonus points if the assessment that they receive as a result of participation in a health fair/blood draw or well-person physical indicates a measurable decrease in blood pressure, body fat percentages, bad cholesterol level, or CHD ratio for risk of heart attack or stroke from the previous year's personal health assessment report. Improvement will be self-reported and proof will not be required to be submitted to the WDOC Wellness Program Coordinator.

e. Non tobacco users may receive one (1) bonus point per month.

4. **Points Logging.** In order to receive credit for wellness points earned during any reporting period, participants must self-report and track their physical activity using the electronic WDOC Form #143, *Weekly Fitness Log and Point Counter* (found on the WDOC Intranet home page).

i. Participants are encouraged to enter their data electronically, at the end of every week. However, participants must at least enter their data at the end of every calendar month to receive credit for wellness points earned during that calendar month. Once inputted, these points are automatically tallied and are available for Wellness Champions to track and award incentives as earned

ii. By the 15<sup>th</sup> day of each month, each Wellness Champion will provide the Wellness Program Coordinator with an electronic request for any awards owed to participants.

D. **WDOC Wellness Incentive Program.** Incentives will be given to registered participants in the Employee Wellness Program, based upon level and duration of participation. Incentives are subject to change or discontinuance at any time upon orders of the Director.

1. All participants will be given a wellness-related item for their own use at the time of approved registration.

2. All participants will receive a stress ball or similar prize upon completion of the first thirty (30) days in the program at or above the minimum



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required level of participation. Wellness Champions will make this request through the Wellness Coordinator.

3. Participants will be given four (4) hours of personal leave by the Director for completion of six (6) months active participation in the program. Approval shall be subject to guidelines for the awarding and use of personal leave, as contained in WDOC Policy #1.208, *Employee Leave*. The following are the requirements to earn four (4) hours of personal leave:
  - i. When participation during each of those six (6) months meets or exceeds the required minimum level of participation as outlined in section IV.C.2 of this policy.
  - ii. The participant must complete the above requirement within twelve (12) months from the date of initial registration in the program.
  - iii. The participant must submit their totals on electronic WDOC Form #143, *Weekly Wellness Log and Point Counter*, on a weekly basis.
  - iv. Part-time employees may also participate in the WDOC Employee Wellness Program and will be given the portion of the four (4) hours of personal leave that is commensurate to their part-time employment (*i.e.*, a half-time employee may receive up to two (2) hours of personal leave for meeting the eligibility requirements as outlined in this policy.)
  - v. AWEC employees will only be eligible for personal leave for successful participation in the WDOC Employee Wellness Program in accordance with this policy. They are not eligible for personal leave for any other reason.
  - vi. Contract employees will not earn personal leave for successful participation in the WDOC Employee Wellness Program in accordance with this policy.
  - vii. Personal leave earned during the months of November and December of the calendar year will be credited and posted for use in the next calendar year.
4. Those who meet the participation requirements within each of the two (2) consecutive six (6) month periods of their registration year may qualify for an additional (4) hours of personal leave, for a total of eight (8) hours of



personal leave during that registration year. Champions must make the request to the Wellness Coordinator.

- E. WDOC Employee Wellness Program Champions.** The continued success of WDOC's Employee Wellness Program is dependent upon the willingness of employees to voluntarily serve as Employee Wellness Program Champions at the local level.
1. Employee Wellness Program Champions will serve as liaisons between the agency-wide and local worksite employee wellness program.
  2. Employee Wellness Program Champions shall be tasked with organizing wellness activities at individual worksites and with coordinating and tracking local wellness initiatives and participants' efforts.
  3. Employee Wellness Program Champions must be registered wellness program participants and are expected to maintain at least minimum program participation requirements.
  4. Employee Wellness Program Champions are responsible for approving local wellness activities.
  5. Employee Wellness Program Champions are encouraged to schedule and coordinate presentations sponsored by the WDOC Employee Wellness Program concerning some aspect of wellness or physical activity, with at least one presentation each quarter of the calendar year.
  6. Employee Wellness Program Champions are encouraged to make participants aware of local community activities & events involving health or wellness; and **may** award wellness points for participation in these events.
  7. Employee Wellness Program Champions are responsible for tracking local participation levels, monitoring local employee wellness programs for effectiveness and for compliance with this policy, and for filing monthly summaries with the WDOC Wellness Program Coordinator in accordance with Section IV.C.4.iii of this Policy.
  8. Employee Wellness Program Champions shall meet on a regular basis at least once each quarter of the calendar year at a time and location to be determined by majority vote of the committee and coordinated by the WDOC Wellness Program Coordinator.



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9. Employee Wellness Program Champions shall be tasked with reviewing this authorizing policy on an annual basis and making any recommendations for changes or amendments.

**F. Special Recognition**

1. Employees with the highest numbers of wellness program participation points during the calendar year will be recognized by their champions, at their worksites.
2. WDOC Employee Wellness Program Champions shall be eligible for up to eight (8) additional hours of personal leave, upon the recommendation of the WDOC Wellness Program Coordinator and with the approval of the Director, for extraordinary participation as a Wellness Champion in the planning, development and implementation of local wellness initiatives.
3. The WDOC Employee Wellness Program Coordinator and the Wellness Champion(s) of the Year for the previous year shall select Wellness Champion(s) of the Year for special recognition based upon the individual's outstanding efforts in championing the wellness program throughout the calendar year.
  - i. The person(s) chosen as Wellness Champion of the Year shall be invited to attend the annual employee recognition awards banquet held in Cheyenne during Wyoming Correctional Professionals Week in May as outline in WDOC Policy and Procedure #1.213, *Employee Recognition Program*.
  - ii. The Wellness Champion of the Year shall be presented with a certificate, framed or suitable for framing, provided by the Central Office and signed by the Director and the WDOC Employee Wellness Coordinator.
  - iii. The Wellness Champion of the Year may be awarded an additional Wyoming health/wellness training opportunity contingent upon available funding and approval of the Director.

**V. TRAINING POINTS**

- A. What is the purpose of the WDOC Employee Wellness Program?
- B. Who is eligible to participate in the WDOC Employee Wellness Program?



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- C.** TRUE OR FALSE? Prior to being approved for participation in the WDOC Employee Wellness Program, the employee must complete WDOC Form #141, *Waiver, Release of all Claims and Hold Harmless Agreement*, and WDOC Form #142, *WDOC Employee Wellness Program Participant Consent Form*, and submit the forms to the WDOC Wellness Program Coordinator.
  
- D.** What is the minimum required level of participation in terms of wellness points per week or month?
  
- E.** TRUE OR FALSE? Wellness points may be earned for participation in qualifying activities, as well as for a healthy diet and healthy habits.
  
- F.** Who is eligible for an award of personal leave for successful participation in WDOC's Employee Wellness Program and in what amount?
  
- G.** TRUE OR FALSE? The continued success of WDOC's Employee Wellness Program is dependent upon the willingness of employees to voluntarily serve as Employee Wellness Program Champions at the local level.
  
- H.** Which program participants are ineligible to earn personal leave for successful participation in WDOC's Employee Wellness Program?