

**Well Workplace Award
Executive Summary**

**State Attorney's
Office 4th Circuit
Bronze Award**

Information in this publication is carefully reviewed for accuracy. Questions, comments, or ideas are welcome. Please direct to Dr. David Hunnicutt, Executive Editor, at the address below.

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**WELLNESS COUNCILS
OF AMERICA**

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General Information
WELL WORKPLACE

Bronze Application

Basic Information

Name of Organization -State Attorney's Office 4th Circuit

Address of Organization

Council Affiliation – Wellness Council of Florida

Contact Person – Stefanie Thomas

Title – HR Director

Work Telephone

Fax Number

E-Mail Address

Alternate Contact – Jackie Bevel

Parent Organization - NA

Number of Sites Covered by this Application - Three

Number of Employees Covered by this Application - 340

Nature of Business or Industry – Government

Name of CEO – Harry L. Shorstein, State Attorney 4th Circuit

Date of Application July 1, 2004

Organizational and Program Background

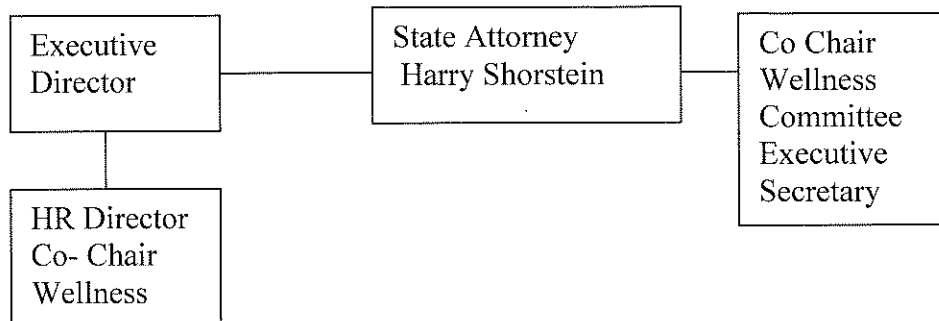
The State Attorney's Office for the Fourth Judicial Circuit of Florida is responsible for the prosecution of all crimes committed in Duval, Clay and Nassau Counties in Northeast Florida. Currently, there are 340 employees.

Harry L. Shorstein has been the State Attorney for the Fourth Judicial Circuit since 1991. The State Attorney's Office has a broad-based criminal law practice with an emphasis on trial work and pro-active investigations. Our practice encompasses the investigation and prosecution of cases ranging from murder to petit theft, public corruption and environmental crime to drug trafficking, racketeering and domestic violence.

The State Attorney's Office (SAO) wellness program was initiated in January of 2003 at the suggestion of Harry Shorstein. Mr. Shorstein was concerned that due to the nature and volume of the work performed, employees were not taking time to exercise and eat properly. A long time practitioner of wellness himself, he directed two staff members to plan and implement an ongoing wellness program for all employees. A meeting was scheduled and a wellness team consisting of volunteers from all areas of the office met to discuss how best to achieve a broad-based program for the SAO.

The mission statement of the SOA is to conduct grand jury proceedings, perform criminal intake, and prosecute crimes committed against the people of the State of Florida. The SAO wellness program mission statement is to support the employees in making lifestyle

changes to live healthier lives and to help create an environment which promotes involvement and access to programs encouraging healthier lifestyles.



Capturing senior-level support was the easiest part of developing our wellness program as the senior executive approached us about implementing the wellness program. He has supported the program 100% by e-mailing the entire staff of his commitment. He has addressed the entire staff in person as well as continuously supporting the program throughout its inception. As a final supportive measure, he authorized administrative time as an incentive when individual goals were met or programs completed.

Creating a cohesive wellness team was a bit challenging since many areas of our main office are spread amongst different buildings geographically. It was determined that each building or area would need a representative on the team. The team changes annually which keeps ideas fresh and people enthusiastic. The team consists of two co-chairs and volunteers from around the organization with each area of the office represented.

Data was collected at the onset of the program at the "Wellness Kickoff". Employees were encouraged to attend the kickoff by the State Attorney and the nearly 200 people

participated and over 100 surveys were returned. Employees were given points toward the program for returning the survey. Demographic information was garnered as well as needs and interests identified.

An operating plan was crafted and approved by the wellness team. After studying the demographic data and researching the needs and interest survey it was determined that our key target population was generally female (75%). Our programs have been geared toward our female population although not to the exclusion of males. Also the age range for 25-44 consists of 66% of our population, thereby focusing our efforts on prevention and education. Most of our employees indicated they would prefer to participate in programs offered at work. Key areas of interest identified in the survey were weight reduction, smoking cessation as well as the need for annual physicals.

These areas of interest were addressed through variety of formats and programs. On-site yoga as well as weight watchers is offered during the lunch hour. The Walking Warrior program was implemented during the lunch hour. Seminars have been offered addressing stress, cardiac health and nutrition. Wellness flyers with nutritional and physical information are placed in all restrooms and updated monthly. E-mails are sent daily with the health tip of the day. A company intranet is being developed with access to health related links to include: Medlineplus; intelihealth and guideline. The employees have access to local smoking cessation programs. Other ongoing supportive programs which are offered by the SAO include: use of seatbelts required in company vehicles; alcohol and drug policies, nonsmoking policies; use of the EAP is encouraged, 13 days per year

to care for sick family members. Also an absenteeism policy is in place which rewards employees who don't use sick days.

Quarterly reports are sent to the State Attorney indicating participation rates in all programs, total weight loss and other information. At the conclusion of each quarterly program employees are surveyed as to their thoughts and effectiveness of the program. An annual employee wellness awareness survey is utilized annually.

Harry Shorstein, the State Attorney for the 4th Circuit has been an advocate and strong proponent of the SAO Wellness Program. His advice to employees when addressing them at the kickoff was, "Start small and make fitness a part of your everyday life." (You can catch him walking up six flights of stairs on a regular basis.) Jackie Bevel, cochair of the Wellness Committee has affectionately been nick named "the wellness lady" due to her daily e-mails on a variety of subjects from nutrition, fitness and stress.

The State Attorney's Office Wellness Program strength lies in its flexibility. Employees do not have to commit to a long-term program. Because the packaged programs run from 8-12 weeks, employees do not lose interest. Also, there is enough variety to suit everyone. Even if an employee does not want to commit to an actual program, the daily emails, well placed wellness information and seminars offer something for everyone. If a particular program does not meet an individual's need, than perhaps the next one will. It takes some people longer to commit to a program and the constant reminders are there for when the internal decision to make changes occurs.

A folder is available on all employees' computers which has information in power point format, flyers, video stream which address various health/safety and wellness issues. Supervisors are encouraged to utilize these various tools when having staff meetings. Currently, 22 documents addressing various subjects are available. This is designed to be a library of information and resource for all employees.

Another strength of our program is having programs available onsite. The annual health fair and screening is extremely popular. Cholesterol, glucose, and blood pressure screenings are offered. Each year a flu shot is offered on site as well. The on site Weight Watchers Program is also very successful with 150 total pounds lost in the first quarter of 2003. Various self- defense courses are offered throughout the year at no cost to taxpayers but through a professional courtesy through the Fraternal Order of Police Lodge 65. These have all been well received and well attended. Lunch and learn seminars on various topics are on site and scheduled quarterly. Because all these programs are offered onsite it makes it more convenient for employees to take advantage of them despite busy schedules.

The most popular program offered is the Walking Warriors. This program is a lunch team walking program where team members meet and walk during lunch. Points are earned for the number of hours walked in a week. Once an employee has reached a certain goal, incentives are given. The onsite screenings had a participation rate of 33% of our county employees and positive comments are always received. By far, the most successful program has been our onsite self defense classes.

The State Attorney's Office Wellness program is in its infancy, which leaves plenty of room to refine and fine tuning. After our first year, it is evident by comments that our employees enjoy receiving wellness information and from participation rates it is apparent many employees are taking advantage of the various programs which are offered throughout the year.