

**Well Workplace Award  
Executive Summary**

**A.T. Cross Company  
Silver Recertification 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**

*Silver Application*

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#### **Basic Information**

Name of Organization: A.T.Cross Company

Address of Organization:

Council Affiliation: Worksite Wellness Council of Rhode Island

Contact Person: Janine C. Cotugno

Title: Manager of Health Programs and Benefits

Work Telephone:

Fax Number:

E-Mail Address:

Alternate Contact: Kathleen Agostinelli

Parent Organization \_\_\_\_\_

Number of Sites Covered by this Application: 1

Number of Employees Covered by this Application: 537

Nature of Business or Industry: Manufacturer of Fine Writing Instruments

Name of CEO: David G. Whalen

Date of Application: June, 2004

## ORGANIZATIONAL AND PROGRAM BACKGROUND

Attached is a copy of the narrative from the 2001 award application entitled "Organizational Overview" that best matches this requested narrative ( as allowed by the re-certification criteria). Most of this information remained in effect for the 2003 program year ( prior to corporate re-structuring in October 2003) , except for the additional updated information listed below. Bullet form is used to keep the total of current and past-narratives to a minimum.

- Corporation Overview

Manufacturer of quality writing instruments - 540 employees

CEO – David G. Whalen

Received Silver Well Workplace Award in May 2001.

- Wellness Program Background

See attached previous narrative

- Mission /Vision Statements

See attached

- Organizational Chart

Corporate restructuring in October 2003 - Health Services Department disbanded.

Manager of Health Services position expanded to include benefits administration.

New title: Manager of Health Programs and Benefits.

Now reporting to Manager of Compensation and Benefits, who reports to the Vice-

President, Legal and Human Resources, who reports directly to President/CEO.

- Overview of Initiatives (Seven C's)

- Worked closely with V.P. of Legal and Human Resources on wellness agenda.
- Wellness Team from various parts of the organization met quarterly.
- Health Risk Appraisal performed every two years (February 2002 and May 2004)
- Developed yearly calendar with our wellness vendor, The Good Health Benefit, based on HRA and insurance reports.
- Implemented a variety of intervention programs at awareness, educational and behavior modification levels.
- Have various policies and procedures in place to support employee well being.
- Annual meeting held with health insurer to measure cost and utilization changes.

- Wellness Program Champion

The Manager of Health Programs & Benefits, Janine Cotugno, RN, BS, COHN-S, CCM, has been leading the wellness initiative at Cross for the past 18 years. Janine is a Certified Occupational Health Nurse and Certified Care Manager. She has served as a member of the Board of Directors of the Worksite Wellness Council of Rhode Island, the Rhode Island Association of Occupational Health Nurses, the Northeast Association of Occupational Health Nurses and the Worker's Compensation Association of Rhode Island Employers. "I am very proud of CROSS INTO HEALTH and how it has grown to be recognized both on within the state and nationally as a premier wellness program."

- Three Unique Strengths

- Registered nurse on-site.
- Seasoned programs developed by health education specialists.
- Integration with health care insurer.

- Most Popular Types of Programs

- Medical Speakers Bureau – Each year, Roger Williams Medical Center provides a physician lecturer on a medical topic of our choice. For 2003, we had a cardiologist discuss new cardiovascular theories and treatments.
- Awareness Campaigns - Each year, one theme is picked for a campaign – an awareness initiative that spans several weeks. Each week, new material is available describing various aspects of the campaign's topic. For 2003, the campaign was entitled "Mental Health Matters" and materials covered depression, ADHD, bipolar disease, etc.

NARRATIVE FROM  
PREVIOUS APPLICATION  
IN EFFECT UNTIL  
OCTOBER 2003

### ORGANIZATIONAL OVERVIEW

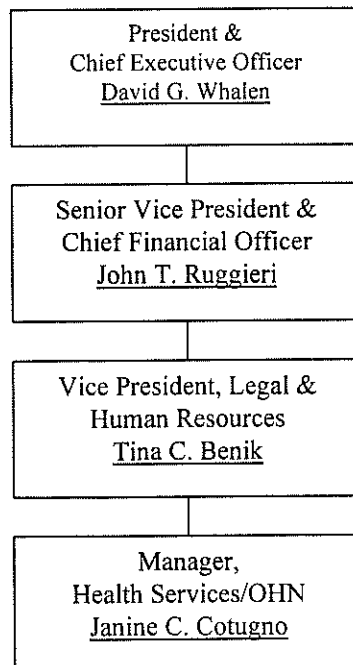
A. T. Cross has a comprehensive wellness program, entitled, "CROSS INTO HEALTH," which places great importance on employee health and well-being. CROSS INTO HEALTH makes employees aware of today's many health issues via pamphlets, flyers, bulletin board articles and a wellness library, and provides a variety of informational, screening and intervention health programs. The programs are open to all permanent employees and temporary workers on the premises.

Health promotion at Cross is under the direction of the Health Services department, part of the Legal/Human Resources Division, and is managed by a Certified Occupational Health Nurse with the help of an administrative assistant. The following demonstrates the importance of health promotion at Cross and its position within the organization.

### CROSS HEALTH SERVICES MISSION STATEMENT

The A.T. Cross Health Services is committed to helping employees achieve and maintain optimal health and well-being through health promotion at the workplace based on prevention of illness and injury. Our aim is to create an environment that encourages healthy and safe behavior and assists employees in making informed, healthy lifestyle choices. Health Services will continue to meet the health needs of this company and all Cross employees through the continued delivery of comprehensive occupational health services, health education and promotion and the maintenance of a safe and healthful work environment.

### ORGANIZATIONAL CHART (Abbreviated – Direct Line)



REPRESENTS  
PRIOR TO CORPORATE  
RESTRUCTURING IN  
OCTOBER 2003  
  
SEE ATTACHED  
UPDATED  
VERSION  
FOR 2004

## JOB DESCRIPTION – MANAGER HEALTH SERVICES (excerpt)

### SUMMARY STATEMENT:

The Manager, Health Services/OHN is responsible for the development, administration and evaluation of employee health services. This position is accountable for the efficient performance of various duties that contribute to the promotion and maintenance of the physical and emotional well-being of all CROSS employees, with emphasis placed on prevention of illness and injury. The Manager, Health Services/OHN has overall responsibility for departmental activities in the areas of administration, staff employee relations, governmental medical regulations, medical surveillance, disability management, and clinical nursing. This position is also responsible for the administration of the CROSS INTO HEALTH Wellness Program that includes the development, implementation, coordination and assessment of health education programs and worksite wellness activities. This position provides wellness programs to assist employees in changing their lifestyles to move toward a state of optimal health and well-being. In clinical matters, the Manager, Health Services/OHN practices nursing under standing orders from the company physician or other licensed and qualified physicians. Expanded copies of the company's Organizational Chart and the job description for the Manager, Health Services available upon request.

### HISTORY

Health promotion on an informal basis began approximately 35 years ago with the hiring of Cross' first Occupational Health Nurse and the development of a Health Services department. A formal wellness program was established in 1986 and has been widely recognized as one of the premier worksite wellness programs in the state of Rhode Island. (Eleven worksite wellness awards received, including Superior Achievement designation by the Greater Providence Chamber of Commerce for the last six years.) Cross has been partnering for several years with Blue Cross/Blue Shield of Rhode Island in providing a variety of employee health programs through their Good Health Benefit. Cross has also participated in several national research grants for worksite wellness programs with Miriam Hospital of Providence, Rhode Island ("Working Healthy" – 5 year research project funded by the National Cancer Institute; worksite smoking cessation program) and Memorial Hospital of Pawtucket, Rhode Island (Pawtucket Heart Health Project).

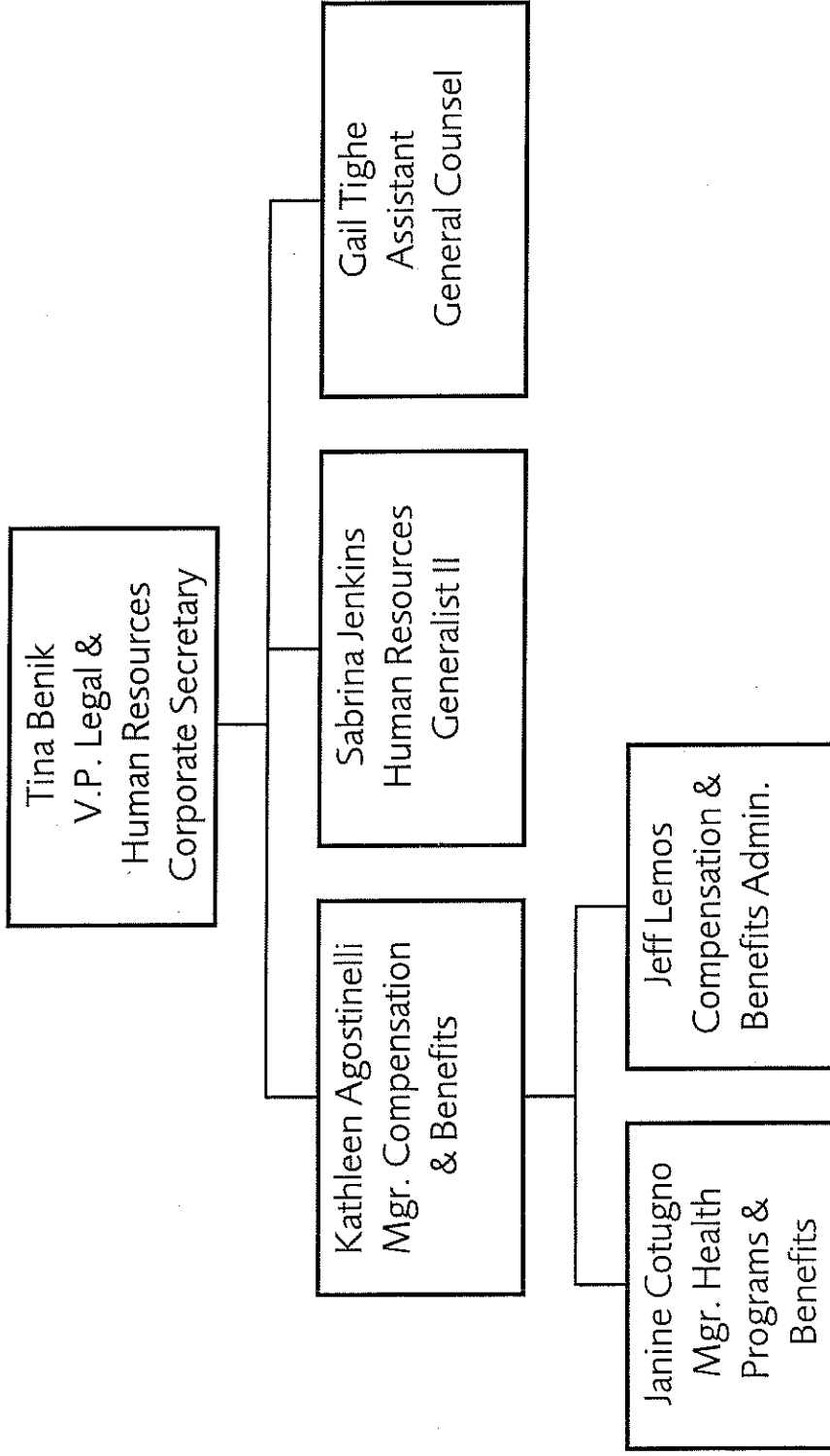
### FUTURE

A.T. Cross remains committed to fostering health promotion at our worksite for many years to come. We plan on continuing to gather baseline data with which to develop our operating plan – Health Risk Appraisals, employees interest surveys and analysis of insurance Cost & Utilization. Based on this data, we hope to develop new and innovative health promotion programs that address the medical needs of both our employees and their families. We are also partnering with ~~Rhode Island Health~~ and Blue Cross of Rhode Island in providing customized health care and disease management programs for individuals based on health data analysis.

### REMOTE SITES

~~At present, A.T. Cross has only one facility situated in Lincoln, Rhode Island.~~

# CORPORATE LEGAL/HUMAN RESOURCES



APRIL 2004

As of Corporate Restructuring Database Dec 3

## **MISSION STATEMENT A. T. CROSS HEALTH SERVICES**

**THE A. T. CROSS HEALTH SERVICES IS COMMITTED TO HELPING EMPLOYEES ACHIEVE AND MAINTAIN OPTIMAL HEALTH AND WELL-BEING THROUGH HEALTH PROMOTION AT THE WORKPLACE BASED ON PREVENTION OF ILLNESS AND INJURY. OUR AIM IS TO CREATE AN ENVIRONMENT THAT ENCOURAGES HEALTHY AND SAFE BEHAVIOR AND ASSISTS EMPLOYEES IN MAKING INFORMED, HEALTHY LIFESTYLE CHOICES.**

**HEALTH SERVICES WILL CONTINUE TO MEET THE HEALTH NEEDS OF THE COMPANY AND ALL CROSS EMPLOYEES THROUGH THE CONTINUED DELIVERY OF COMPREHENSIVE OCCUPATIONAL HEALTH SERVICES, HEALTH EDUCATION AND PROMOTION, AND THE MAINTENANCE OF A SAFE AND HEALTHFUL WORK ENVIRONMENT.**

*ALSO SERVES AS MISSION STATEMENT OF HEALTH PROMOTION PROGRAM*