

Well Workplace Award  
Executive Summary

**Steptoe & Johnson,  
PLLC  
(Charleston Office)  
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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**General Information**

**WELL WORKPLACE  
Bronze Application**

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**Basic Information**

Name of Organization: Steptoe & Johnson PLLC (Charleston office)

Address of Organization:

Council Affiliation: Wellness Council of West Virginia

Contact Person: Tonja Parsons

Title: Legal Nurse Consultant

Work Telephone:

Fax Number:

E-Mail Address:

Alternate Contact: Leslie Miller-Stover

Parent Organization:

Number of Sites Covered by this Application:

Number of Employees Covered by this Application:

Nature of Business or Industry: Law Firm

Name of CEO: Patrick D. Kelly

Date of Application: June 3, 2004

## **ORGANIZATION AND PROGRAM BACKGROUND**

### **I. Organization Background**

Step toe & Johnson PLLC (“S&J”) is a multi-practice law firm and has provided customized legal services to industry and public entities in West Virginia and the region for 90 years. The firm has offices in Clarksburg, Charleston, Martinsburg, Wheeling and Morgantown, West Virginia. The Charleston office was established in 1928 and presently has 121 employees. Pat Kelly is the executive committee member of the Charleston office. This is S&J’s Charleston office’s first application for the Well Workplace award.

### **II. Wellness Initiative Background**

The driving force behind the wellness program is to make S&J a place where people want to come to work. S&J is concerned about its employees well-being and thus wants to provide opportunities for its employees to learn about and become aware of the benefits of choosing a healthier lifestyle.

The Charleston office of S&J has experienced tremendous growth in the last three to four years. As a result, S&J has recently expanded its Charleston facilities to include four floors of the Bank One Center. During the expansion of the facilities, Mr. Kelly insisted that a fitness room be included in the renovations. To compliment the addition of the fitness room, Mr. Kelly also asked volunteers to serve upon a Wellness Committee. The Wellness Committee was charged with the task of organizing and implementing a coordinated wellness program in the Charleston office.

In November of 2002, Mr. Kelly, Tonja Parsons, a legal nurse consultant in S&J’s litigation department, and others met with Pam Jones as a representative of the Wellness Council

of West Virginia and as a representative of Blue Cross and Blue Shields' Healthplace on the Move. Shortly after Mrs. Jone's presentation, a formal wellness initiative was put into place and Mr. Kelly officially kicked-off the Charleston office's wellness program on January 2, 2003 to coincide with the start of the new year. A copy of Mr. Kelly's announcement is included in the application as a part of the senior support documentation.

### **III. Vision and Mission Statement of the Organization and Wellness Program**

At S&J, our mission is to provide high quality, cost effective legal services to our clients.

The S&J's Charleston office's Wellness Program's mission is to create a comprehensive work-site wellness program that encourages healthy behavior change by S&J employees and their families which will promote and preserve their health and well-being. The vision statement is "S&J's Wellness Program values each individual and is committed to supporting and encouraging wellness and life balance."

### **IV. Organizational Fit of Wellness Program**

It is difficult to place our organizational structure, other than our legal practice groups and the PLLC managing structure, in a chart. Therefore, showing how the wellness committee fits in S&J's organization does not really lend itself to a chart. In describing it; however, the Charleston Wellness Committee fits in the organization at the office level. The Morgantown office, Clarksburg office and Charleston office each have their own wellness committee and individualized wellness programs. The Wellness Committee falls under administration (versus the legal practice groups) in the Charleston office, the main administrative office is located in Clarksburg.

## **V. Seven Critical Benchmarks**

Support of the program begins at the most senior level of management and extends throughout the entire firm. In fact, it was our executive committee member who first suggested the idea of implementing a wellness program. His support has remained steadfast since the program was implemented.

Senior level support extends to our wellness team, which is comprised of our executive committee member (Pat Kelly), three additional lawyers (Jan Fox, Jason Stevens and Leslie Miller-Stover), a legal nurse consultant (Tonja Parsons), three secretaries (Donna Allen, Pam Elkins, and Del Spurlock), and one clerk (Robyn Hickman). The team is a cohesive unit that extends beyond gender, age, professional, and lifestyle differences. By creating a diverse wellness team, our hope was to create a panel that would speak to the various needs of the individuals and the organization as a whole.

Obtaining reliable data was an important step in developing wellness programs that would be effective and well-received. In kicking off the wellness program, we sent out a Needs and Interest survey. Additionally, approximately six weeks later, Blue Cross and Blue Shield conducted an on-site health screening free of charge to S&J's employees and their spouses. Individual results were provided to each participant, while only anonymous aggregate data was provided to the wellness committee. The overall results of these tests, coupled with the results of a Needs and Interest Survey were used to craft an operating plan regarding the various programs that would be implemented over the coming year.

The Wellness Committee implemented many programs over the past year and a half. Programs for supporting behavior change focused on healthy eating, promoting physical activity,

stress management, and weight loss. Programs at the educational level centered around appropriate healthy food choices and portion sizes, the important role of physical activity in our cardiac health, and the dangers of unprotected exposure to the sun. At the awareness level, osteoporosis awareness and seat belt safety were strongly promoted. The wellness program also encouraged employees to get up and move by making pedometers available at reduced costs and rewarding fitness challenge participants.

Although our office has historically been a supportive environment, certain notable changes have been made. Fruit is provided as a healthy snack alternative, the fitness room is available to all employees, and various employee benefit programs have become available.

The programs are constantly being evaluated, reviewed, and modified as necessary. Participation in the various programs continues to be monitored and post-program evaluations are conducted as necessary in order to determine participant satisfaction.

#### **VI. Individuals Contributing to the Wellness Program**

Pat Kelly launched the wellness program and gave it the successful start it needed. Pat has stated, "Steptoe & Johnson is committed to offering interesting, comprehensive, practical programs, that support making a healthy lifestyle change." Tonja Parsons, Donna Allen, and Leslie Miller-Stover have consistently worked to keep the program interesting and responsive to the needs of the employees. Additionally, new members to the wellness committee have shown a great deal of enthusiasm and offer a promising outlook for the program.

#### **VII. Strengths of Wellness Initiative**

Our wellness program has a unique strength in that the employees can utilize and the Wellness Committee can focus certain initiatives around S&J's on-site fitness room. Another unique

strength is the availability of a legal nurse consultant to provide direction to the wellness committee. Finally, our wellness initiative is unique in that there is a wonderful, team-oriented, working environment and comradery throughout the Charleston office. This contributes to the success of the wellness program and in turn the wellness program enhances S&J's working environment and strengthens the team atmosphere.

### **VIII. Most Popular Programs**

Based on a participation, program evaluation, and individual responses, the on-site screening, Fruit Bowl, on-site massages, and Fitness Challenge were the most popular among participants. Each of these programs will be offered on a continuing basis.