

Well Workplace Award
Executive Summary

Steptoe & Johnson PLLC

Silver 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**

Basic Information

Name of Organization Step toe & Johnson PLLC

Address of Organization _____

Council Affiliation Wellness Council of West Virginia

Contact Person Tammie L. Clark

Title Lawyer

Work Telephone _____

Fax Number _____

E-Mail Address _____

Alternate Contact Valasha Sweetnich

Parent Organization _____

Number of Sites Covered by this Application 1

Number of Employees Covered by this Application 54 (51 full-time, 3 part-time)

Nature of Business or Industry Law firm

Name of CEO Susan S. Brewer, Esquire

Date of Application June 1, 2004

Step toe & Johnson PLLC 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. At Step toe & Johnson PLLC, our *mission* is to provide high quality, cost effective legal services to our clients. The firm has offices in Clarksburg, Charleston, Martinsburg, Wheeling, Huntington, and Morgantown, West Virginia. The Morgantown office was established in 1988 and presently has 54 employees. Susan Brewer is the managing member or “partner” of the Morgantown office. This is our second application for the Well Workplace award. In 2003 we received the Bronze Well Workplace award. We are applying for the Silver designation this year, because we feel that we have met the criteria established by WELCOA, primarily because we have expanded our program throughout our entire organization. Within two years of starting our official program, senior level support has grown so much that we now have formal wellness programs in two other offices and we are developing mentoring programs in our smaller offices. For us, wellness is no longer a concept, but a way of life for each individual in our workplace.

In February of 2002, Susan Brewer and Tammie Clark attended a breakfast sponsored by the Wellness Council of West Virginia to learn more about the Tri-County Well City Initiative. They were impressed with the program and wanted Step toe & Johnson to participate in the initiative. There were several reasons why Step toe & Johnson wanted to implement a wellness program, including positive publicity and economic development for our community as well as improvement of employees’ quality of life. Our wellness program was implemented in March of 2002.

The Steptoe & Johnson Wellness Program *mission* is to provide the resources needed to make a positive impact on the overall well-being of our employees, owners, their families, and our community.

Since its onset in early 2002, our wellness initiative has created an undeniable unity among our entire workforce. Overwhelming support of the program begins at the most senior level of management and extends throughout the entire firm. In fact, it was our managing partner who first suggested the idea of implementing a wellness program. Her support has remained steadfast over the past twenty-six months since the program was implemented.

This year our wellness team was expanded to include an another partner in addition to our managing partner, thereby increasing our senior level support. Our team is now comprised of our managing partner (Susan Brewer), four additional lawyers, including three associate attorneys (Tammie Clark, Beth Raffle, and John Callcott) and one partner (Brian Gallagher), a paralegal (Valasha Sweetnich), and a secretary (Lora Newlin). 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 individual and the organization as a whole.

Obtaining reliable data is always an important step in developing wellness programs that will be effective and well-received. Each year we conduct on-site multiphasic blood testing. This year, Blue Cross/Blue Shield, in addition to the multiphasic blood testing, provided blood pressure testing, body composition assessments, and cholesterol/glucose testing. Individual results were provided to each participant, while only anonymous aggregate data was

provided to the wellness team. The overall results of these tests, coupled with the results of a Needs and Interest Survey are used each year to develop the various programs and interventions that will be introduced over the coming year.

Prior to implementing any specific program, the wellness team carefully crafted a complete operating plan. The operating plan consists of goals and objectives, evaluation techniques, time lines, and other important aspects of each program.

With the information gained from the various data collection methods and facility reviews, the wellness team implemented or expanded numerous intervention programs in 2003 and beyond. 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 meal planning, the benefits of a regular fitness routine, and the benefits of short relaxation breaks during the work day. At the awareness level, weekly on-site blood pressure checks, breast cancer awareness, and community service were highly promoted throughout the year.

Although our office has historically maintained a highly supportive environment, certain notable changes were made since implementing our workplace wellness program. Healthier snack alternatives were made available, discounted gym memberships were negotiated, and various employee benefits programs were presented throughout the year.

Our programs and interventions 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.

Today our wellness program would not be what it is if it were not for the continuing support of our top management, including our managing partner as well as the firm CEO, Bob Steptoe, who have made great strides in promoting participation throughout the firm. Recently, Susan Brewer was quoted as saying “The Well Workplace program gives our office many opportunities to better ourselves individually. More Importantly, however, the wellness strategies, events, and projects help us bond as a workplace family and give us a stake in each others’ health and well-being.”

On a firmwide level, our CEO has championed the expansion of our program by encouraging widespread participation through the use of our intranet communications and continued financial support.

In a work environment that has always been team-oriented, it was a surprise to find that implementation of our programs brought our team approach to an even greater level. It is our campaign slogan, "Working Well Together" that motivates us to share our programs with our various other offices and the community as a whole.

Our involvement and participation in various community service projects has strengthened because of our wellness Program. As an organization, we have joined the Corporate Volunteer Council of Morgantown, which has enabled us to participate in new projects that benefit local agencies. In addition, several individuals have increased their involvement in community programs through board affiliations and other volunteer opportunities, and once again our United Way Corporate Cup team took home the spirit award, as the most spirited organization during the two-week charitable event.

Due to the amazing success of our wellness program, our offices in Charleston and Clarksburg have joined WELCOA and implemented their own wellness programs. Additionally, we will begin to expand the program into our smaller offices over the coming year. The strength of our program has extended so that others within our organization will benefit as we have.

The convenience of the on-site multiphasic blood testing is appreciated by program participants. The data that is provided to each of the individuals after the test not only provides a benchmark, but allows each person to continually monitor these important health indicators. The availability of fresh fruit in our "Monday Morning Fruit Bowl," has made healthier snacking the easy choice. Participation in the workplace massage program is at or near full capacity every month. These programs continue to rank as the most popular among participants.

This past year has been a pivotal one for our wellness program, as it has raised to a new level within our organization. What started as a experimental pilot program, has grown into an important part of our firm's overall character.

Step toe & Johnson PLLC

Morgantown Office
Organizational Chart

