Departmental Wellness Awards Application
Montana University System Wellness Program

Description
The MUS Wellness Departmental Awards Program recognizes departments within the Montana University System that actively promote a healthy work environment for employees.

To earn a Departmental Wellness Award, a department must apply for the recognition and meet a certain number of criteria within three separate categories: Physical Activity, Nutrition, and Culture. The criteria are presented as a menu of choices, to allow departments flexibility in how they choose to promote wellness. Departments must also provide a brief written statement describing why the department deserves recognition, and submit a photograph of a department wellness initiative or event.

Award levels consist of Copper, Silver, and Gold, and are awarded on a fiscal year basis. Departments may apply any time, before May 15th for an award in the current fiscal year. Award recipients will receive a plaque for the department, recognition on the MUS Wellness website and Montana Moves & Meals Blog, and a special swag item for individuals in the department.

Application Information

<table>
<thead>
<tr>
<th>Name of Department:</th>
<th>Campus:</th>
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</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Contact Email:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Number of Employees in department:</td>
</tr>
</tbody>
</table>

Part 1:
To earn a Department Recognition Award, a department must meet the minimum number of criteria in all three categories (Physical Activity, Nutrition, and Culture), according to the chart below. Departments may select the criteria within each category to implement from the menu provided:

<table>
<thead>
<tr>
<th>Level</th>
<th>Physical Activity Criteria Achieved</th>
<th>Nutrition Criteria Achieved</th>
<th>Culture Criteria Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copper</td>
<td>2</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Silver</td>
<td>3</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Gold</td>
<td>4</td>
<td>5</td>
<td>11</td>
</tr>
</tbody>
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Physical Activity
Reminder: To earn a Copper level award, department must meet 2 of the Physical Activity criteria below; for a Silver level award, department must meet 3 of the criteria, and for a Gold level award, department must meet 4 of the criteria.
☐ Designated stretching or wellness space is available to all department employees.

☐ Signs (minimum of 3) are posted in the building/department that encourage employees to take the stairs.

☐ More than 80% of department employees have completed an Ergonomic Self-Assessment.
  - Office (Computer) Ergonomics Self-Assessment
  - Craft-Labor Workers Self-Assessment
  - Lab Workers Self-Assessment

☐ Group exercise/walks occur on a regular basis (at least 2x/month)

☐ Department adheres to Healthy Meetings physical activity guidelines whenever possible. See MUS Healthy Meetings Criteria.

Nutrition
Reminder: To earn a Copper level award, department must meet 3 of the Nutrition criteria below; for a Silver level award, department must meet 4 of the criteria, and for a Gold level award, department must meet 5 of the criteria.

☐ Candy dishes not displayed on desks (or do not exist)
☐ Sweet treats for common areas limited to once per month.
☐ Department adheres to Healthy Meetings nutrition guidelines. See Form.
☐ If vending machines are available in the building, healthier choices are labeled. Healthier choices are defined as*:
  - < 200 calories/serving
  - < 230mg sodium/serving
  - < 30g total sugar per 8 oz dairy serving
  - < 10g total sugar per serving of grains
  - Zero trans fat
  - <10% of calories from saturated fat (excludes nuts & seeds)
☐ >30% of vending choices meet healthier choices criteria*. See Award Strategies and Suggestions Form for healthier choice options.

☐ Refrigerator and/or food prep area available to department employees.
☐ Filtered water and/or water cooler available to department employees.

*Vending criteria adapted from:
  - Louisville Metro Department of Public Health & Wellness
  - USDA Team Nutrition Guide to Smart Snacks in School

Culture
Reminder: To earn a Copper level award, department must meet 7 of the Culture criteria below; for a Silver level award, department must meet 9 of the criteria, and for a Gold level award, department must meet 11 of the criteria.

☐ At least one person in the department is an MUS Wellness Champion. Application for new Wellness Champions can be found here: www.wellness.mus.edu/Wellnesschamp.asp
  - Name of Wellness Champion:

☐ Managers/supervisors encourage walking meetings when appropriate.
Employees are encouraged to take their 15 minute breaks and a break for lunch. Employees are encouraged to use their breaks for physical activity or other wellness-related activity.

Managers/supervisors support participation in Wellness events including webinars, workshops, WellCheck, Incentive Program, etc. as long as work duties and coverage are fulfilled.

Wellness announcements (distributed by MUS Wellness) are posted in a department common area.

Employees know how, when, and where to report work related injuries.

At least one person in the department is CPR certified.

An AED is available in the building.

Routine testing/maintenance is performed and recorded.

Over 50% of department employees are registered for the MUS Wellness Incentive Program.

Access to a private lactation room or space available to nursing mothers.

Contact information for ergonomic specialists posted in common area: [http://wellness.mus.edu/Ergonomics/Campus%20Ergonomic%20Specialists.pdf](http://wellness.mus.edu/Ergonomics/Campus%20Ergonomic%20Specialists.pdf)

Department hosts a MUS Wellness Workshop during the year. List of available workshops can be found here: [http://wellness.mus.edu/Workshops.asp](http://wellness.mus.edu/Workshops.asp)

Department employees volunteer together on at least one occasion during the year.

Department views at least one MUS Wellness Webinar together as a department during the year.

Social functions and/or extracurricular activities intended for fun & team building occur at least two times throughout the year.

At least annually, department leaders review a Report of Departmental Injury/Incidents by cause and address minimizing those incidents at a department meeting. Reports (with no personally identifying information) are available from your safety department or by contacting Leah Tietz at ltietz@montana.edu

Include “Workplace Safety” as a standing agenda item at all Departmental meetings.

**Part 2:**

A. Please briefly describe why your department deserves recognition from MUS Wellness. Consider including the following information in your written statement:

1. How long has your department been committed to making wellness-related improvements in the workplace?
2. What initiatives or events, if any, does your department promote beyond those listed in Part 1?
3. How have department management/supervisors shown particular support of wellness and a culture of health in the workplace?

B. Email wellness@montana.edu with a picture of a department wellness initiative or event. Subject line: Departmental Awards Photo. Note: If faces are recognizable, please obtain written consent for picture to be used by MUS Wellness. Photo Release.