

R. Wellness Program

I. Policy

The Wellness Program is available to all employees to assist in improving health and morale. Fitness Periods of three (3) one half-hour periods are allowed each week during work time to engage in a physical fitness activity within the College Campuses. Physical Fitness Activities include, but are not limited to the following:

- Aerobic activities--brisk walking, jogging/running, swimming, jump roping, bicycling.
- Recreational Sports-- tennis, volleyball, racquetball.
- Muscular Strength activities--calisthenics exercise and weight lifting.

Employees may use three (3) one half-hour periods per week during work hours to engage in a physical fitness activity. Employees may use only one half-hour fitness period during any given day. Fitness periods must be taken on either side of the employee's lunch period, or on rare occasions at another time agreed on by the employee's supervisor. An employee may take work breaks on days which they use a fitness period. Employees do not have to make up time used for fitness periods. It is work time, not flex time. Incorporation of fitness periods into the work week must not conflict with the employee's work schedule. Job responsibilities come first; employees may not always be able to use fitness periods. (i.e. orientation, registration, mid-terms, finals, etc...) Fitness contracts are good for one semester. When a contract expires a new contract may be completed. Fitness periods cannot be accumulated to use subsequent weeks in addition to regular fitness periods. Fitness periods may be used only for engaging in fitness related physical activities. They may not be used for other health-related activities or personal business off campus. If an employee stops participating in the activities specified in their contract on a regular basis, or if the employee wants to modify their contract (change time, date or location), he/she must secure his/her supervisor's approval.

II. Procedures:

1. Employees wishing to participate in the Wellness Program must **fill** out a physical fitness contract. Contracts are available from the Student Support Services Director.
2. Employees must submit the contract to their supervisor for the supervisor's approval and signature.
3. The original contract must be submitted to the Student Support Services Director. The employee and the immediate supervisor shall each keep a copy of the contract.
4. When a contract expires, an employee must complete a new contract if they wish to continue their physical fitness activity.