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Chapter: Fiscal and Administrative Affairs

Modification No. 003

Subject: **Wellness Activities Programs**

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- I. In recognition of the benefits of wellness activities, the Board authorizes the President to provide up to one and one-half hours per week for eligible staff to participate in wellness activities, such as nutrition and stress management workshops, exercise activities, blood pressure monitoring and reduction, and smoking cessation; such released time is to be matched with at least equal hours of the employee's own time for such activities.
- II. Eligible employees, for purposes of such wellness activities, will be regular College personnel who work at least 20 hours per week or temporary employees with benefits.
- III. All other employees are eligible to participate in College sponsored wellness activities when utilizing the employees' own time for such activities.
- IV. Retirees are eligible to participate in College sponsored wellness activities.
- V. Spouses and domestic partners of employees or retirees are eligible to participate in College sponsored wellness activities.
- VI. The President is authorized to establish procedures to implement this policy.

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Board Approval: June 20, 1988; May 18, 2009; June 20, 2011.

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Chapter: Fiscal and Administrative Affairs

Modification No. 001

Subject: **Wellness Activities Programs**

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I. Purpose

To provide time (one and one-half hours per week) for eligible staff to participate in College-sponsored wellness activities.

II. Scope

All regular staff, and temporary staff with benefits who work 20-hours a week during the semester in which they are participating in the program are eligible.

III. Rationale

Recognizing that there are benefits to the College resulting from healthy and productive staff, College-sponsored wellness activities are offered to assist staff in practicing wellness activities on a regular basis. Activity time up to one and one-half hours per week for each eligible employee, which will be matched by one and one-half hours per week of employee time, is provided.

IV. Administration and Implementation

- A. College-sponsored wellness activities will be administered by the individual campuses.
- B. Details of wellness activities available through the campuses will be made available to all staff.
- C. Requests to participate will be addressed to the administrative official of the unit through the immediate supervisor. A "Staff Request for Wellness Activities" form is available at the campuses' Physical Education Office.
- D. Supervisors are expected to inform employees about the program and encourage participation as appropriate.
- E. The program and procedures will be evaluated at the end of the first full year of operation based on the following criteria:
  - 1. Improvement in productivity potential.
  - 2. Improvement in morale potential.
  - 3. Potential for reducing health care costs to the College and the individual.
  - 4. Cost/benefit ratio of the program as a whole.

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Administrative Approval: July 1, 1994.