
SUBJECT: Wellness Activities

1.0 PURPOSE

- 1.1. To promote a healthy lifestyle through various wellness initiatives or activities, the College provides supplemental time for full-time and permanent part-time employees.

2.0 POLICY

- 2.1. Upon supervisor approval, employees may be allotted thirty minutes, up to three times per week (total of one and one half hour per week) supplemental time for participation in personal fitness, physical education, and wellness classes or programs. This provides the employee both flexibility and accountability while they participate in a wellness activity.
- 2.2. To utilize supplemental time
 - 2.2.1 An employee must receive supervisor approval.
 - 2.2.2 The department or office must remain open during regular hours.
 - 2.2.3 If you are registering for a physical education class, complete the Employee Tuition Reduction Form. For information visit:
<https://www.snow.edu/offices/hr/forms.html>
 - 2.2.4 Employees participating in a wellness program should arrange a workout time with the supervisor and other employees in the department. Times may vary, but should be considered a lunchtime activity and as such, allowed an extra half-hour.

3.0 WHEN TAKING A CLASS OR UTILIZING A FITNESS CENTER:

- 3.1. A fitness program or class instructor may approve an alternate licensed workout facility (This does not include a home workout facility).
- 3.2. Remember to sign-in when using a fitness center or on the appropriate class roll.
- 3.3. For non-exempt employees, the thirty minutes, three times per week, will be counted as hours worked for the purpose of computing overtime and/or compensatory time.