The following Enrollment Services Guidelines were established to provide a level of consistency within and across Division departments. They are based on Weber State University’s Wellness Guidelines established by the other WSU divisions [see http://programs.weber.edu/wellness]. More specific guidelines may be established by the respective Directors of each department.

GUIDELINES

A. Detailed requirements must be established and approved by the head of the department. Black-out periods will be established at a department level so participation does not adversely affect office operations (e.g., anticipated peak registration periods).

B. Salaried WSU employees may participate in wellness activities a maximum of three hours a week (not to exceed one hour a day) prorated based on FTE status. To participate, employees must:
   1. Be a registered and active University Wellness Program participant
   2. Complete an informed consent form to be kept on file in department
   3. Keep a record of wellness participation

C. The specific wellness participation hours and days must be scheduled and approved by the supervisor.
   1. Time missed due to work emergencies or other work-related conflicts can only be rescheduled during that same week (i.e., missed time cannot be accrued outside the week).
   2. Time missed because of sickness or vacation cannot be rescheduled.
   3. Special scheduling considerations can be made, in unusual circumstances, by supervisors.
   4. Times should be staggered to avoid service disruptions to students due to inadequate staff coverage.

D. Wellness activities may take place on or off campus (gym, par course, tennis courts, DEC, stadium, etc.). Approved wellness activities include:

   Employee Wellness Sponsored Activities (Classes/Workshops)
   Campus Recreation Activities (Intramurals/Group Exercise Classes)
   Academic Classes related to Wellness (PE/Health/Nutrition/Dance)
   Individual/Group Activities (Swimming Pool/Walking/Jogging/Biking/Weight Training/Cardio Machines/Stretching/Exercise Ball/Resistance Bands)

E. If this privilege is abused, supervisors have the discretion to implement the following sanctions:
   1. 1st time: 3 month suspension of this privilege
   2. 2nd time: 6 month suspension of this privilege
   3. 3rd time: 1 year suspension minimum