

WEBER STATE UNIVERSITY	University Relations <i>Wellness Time Guidelines</i>	1 July 2007
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## I. REFERENCE

<http://programs.weber.edu/wellness/>

## II. DEFINITIONS

*Wellness Time:* Release time during work hours to participate in wellness activities.

*Wellness Assessment:* A confidential, health risk appraisal conducted by the Employee Wellness Program consisting of any or all of the following: blood lipid analysis, fitness testing, and a personal wellness profile (PWP) questionnaire.

*Wellness Activities:* A variety of approved methods to enhance the health and well-being of employees. Additional activities will be considered for approval, upon the recommendation of the Employee Wellness Coordinator and the Wellness Participant's immediate supervisor.

## III. GUIDELINES

**Note:** The specific details of managing Wellness Time are to be established at the department level.

A. Salaried WSU employees may utilize wellness time to participate in wellness activities up to three days a week for up to one hour each day. The amount of time is prorated based on the employee's FTE status. To participate, employees must:

1. Complete a Wellness Assessment annually.
2. Complete a Wellness Time application form on an annual basis that is reviewed and approved by the employees' immediate supervisor; this form includes:
  - a. A Wellness Time consent/waiver form
  - b. A Wellness Time plan that identifies specific wellness activities and anticipated times of participation for the coming year
3. Keep a record of Wellness Time participation as required by the immediate supervisor and/or the department

B. The specific Wellness Time participation hours and days must be scheduled and approved by the employee's supervisor within a timeframe determined by the department, and must be consistent with these guidelines:

1. Wellness Time is intended to encourage healthy lifestyles and promote overall health and productivity. Participation does not diminish workload. Employees participating in Wellness Time remain accountable to fulfill work obligations while.
2. Wellness 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.
3. Wellness Time missed because of sickness or vacation cannot be rescheduled.

4. Wellness Time may be taken in conjunction with breaks and lunch, but breaks and lunch cannot be combined.
5. Wellness Time for multiple participating employees within the same area must be managed in ways that avoid a negative impact on individual job performance and overall department productivity.
6. Supervisors may implement special scheduling guidelines to meet the unique needs or special circumstances of their areas.

C. Supervisors may verify employee completion of Wellness Assessment by contacting the Employee Wellness Program.

D. If Wellness Time participation privileges are abused, supervisors have the discretion to implement the following sanctions:

1. 1<sup>st</sup> occurrence: minimum of 3 month suspension of this privilege
2. 2<sup>nd</sup> occurrence: minimum of 6 month suspension of this privilege
3. 3<sup>rd</sup> occurrence: minimum of 1 year suspension of this privilege