

MEMORANDUM TO: College Supervisors and Full-Time Employees
FROM: Craig Gardner, Assistant Vice President of Human Resources
DATE:
SUBJECT: Wellness for SLCC Full-Time Employees

With supervisor approval, full-time employees will be allowed up to three hours per week to participate in Employee Wellness Benefit (EWB) program(s) and/or HLAC or HLTH courses receiving the [Lifelong Wellness \(LW\) designation](#). Depending on the employee's wellbeing pursuits, the three hours per week may include one hour per week (thirty minutes twice per week) of released time for engaging in physical fitness activities. This plan provides the employee both flexibility and accountability to pursue personal wellness on released time. Non-SLCC fitness facilities will not be supported by this Wellness Memo.

Wellness activities are counted from the time the employee stops work duties until the time the work duties are resumed. When applicable, prorate the three hours per week based on FTE status (180 minutes x FTE = wellness activity minutes).

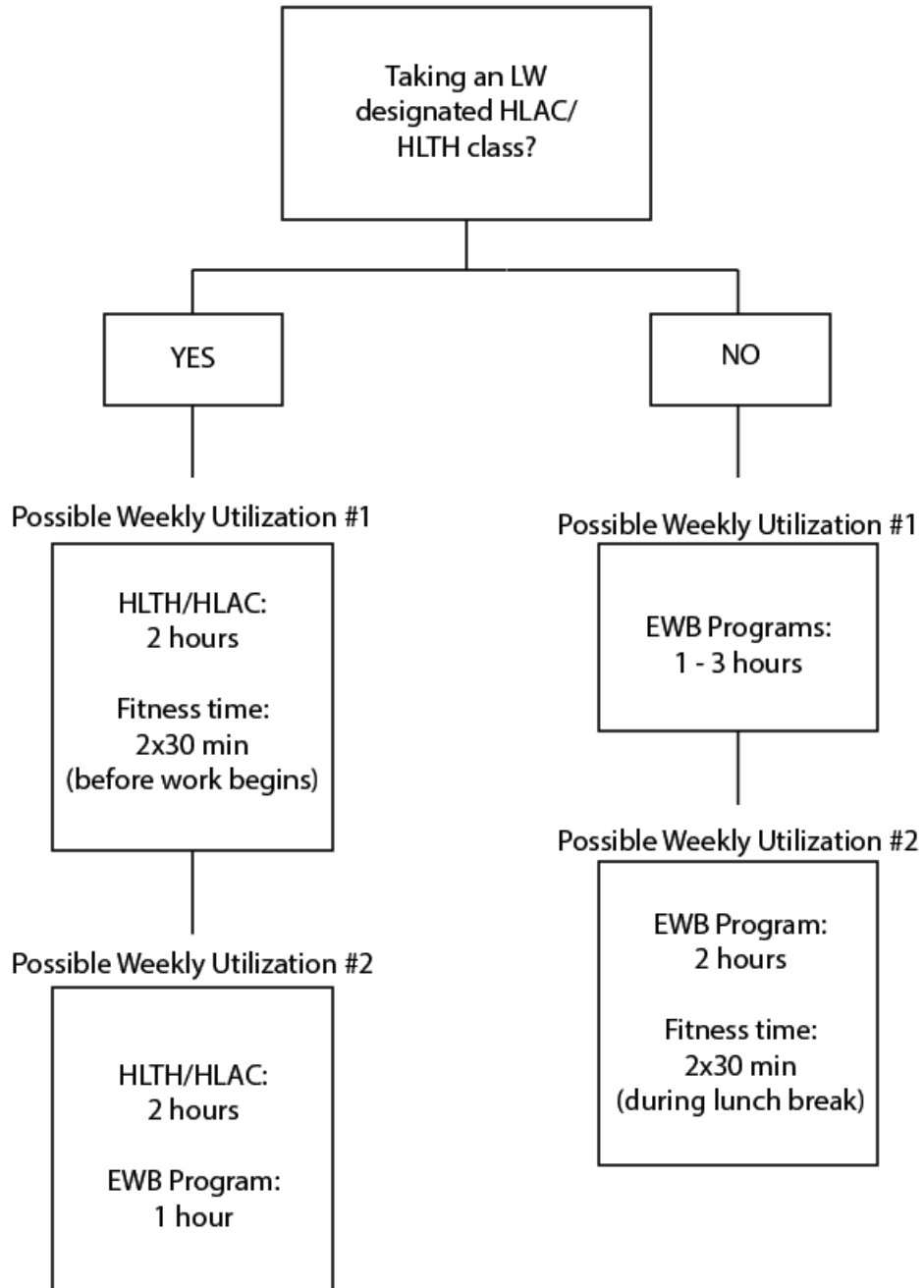
The employee must coordinate with their direct supervisor should they wish to have release time specifically for engaging in physical fitness activities that do not fall within the EWB scheduled programs or HLAC/HLTH courses offered.

An example of release time could be:

- Starting work time 30 minutes later than the employee's regular schedule
- Adding 30 minutes to the lunch break
- Leaving work 30 minutes earlier than the employee's regular schedule

For non-exempt employees, the thirty minutes twice per week will be counted as hours worked for computing overtime/compensatory time.

The Wellness Memo allows for a maximum of three hours per week to engage in EWB programs and/or HLAC/HLTH courses. How these hours are implemented is between the department supervisor and the employee. Below are four of many possible strategies for incorporating the three hours into wellbeing pursuits:



*Special note: not all of the hours allowed by the Wellness Memo need to be used.