

SOUTHERN POLYTECHNIC STATE UNIVERSITY

WELLNESS PROGRAM PARTICIPATION GUIDELINES

PURPOSE

The purpose of the Southern Polytechnic State University Wellness Program is to facilitate participation of University employees in health and wellness related activities which promote long and short term benefits for employee health. These benefits include improving the overall health and wellness of individual staff, reducing days lost to sick leave and controlling healthcare costs to employees, the University and the State.

APPLICABILITY

This program applies to all staff employees of the University who are eligible for benefits.

HOW THE PROGRAM WORKS

Here are key highlights of how the program works:

- With supervisor's approval, employees will be granted 90 minutes per week for on-campus exercise activities.
- The 90 minutes will be release time from all work duties during normal work hours for the exclusive purpose of engaging in the University's Wellness Program.
- The 90 minutes may be divided into any increments which are agreeable to the supervisor and employee.
- Employees may choose to combine allotted time for participation in the Wellness Program with their lunch period.
- Wellness Program participants are required to establish a specific schedule for their wellness program. Activities such as changing, showering, traveling to and from exercise location and other related activities are to be included in the 90 minutes release time.
- Supervisors will make a final determination regarding employee participation based upon their discretion. Supervisors may end or defer an employee's participation in the program at their discretion for any work-related reasons. Supervisor decisions are final and there are no provisions for appeals.
- Participants are required to re-enroll in the program January of each year. This affords the participants and/or their supervisor the opportunity to amend their participation schedule as may be necessary.

ACTIVITIES COVERED BY THE PROGRAM

Employees may choose to engage in any form of on-campus physical exercise as part of their participation in the SPSU Wellness Program. Please note that some of the activities indicated below may require a paid membership for use of the University's Recreation and Wellness Center (RWC). Please contact the RWC for information and details on their user fees as well as the specific enrollment procedures. A partial list of the most common activities include:

- Walking
- Jogging
- Basketball
- Racquetball
- Weight Training
- Swimming
- Use of various equipments available in the RWC
- Aerobics and other fitness courses offered by the Athletics department

APPROVAL PROCESS

1. Verbally discuss your interest in the program with your supervisor. With your supervisor's consent, develop your participation schedule.
2. Complete and sign sections 1–3 of the Wellness Program Participation form. Forms are available in the Office of Human Resources and the Recreation and Wellness Center.
3. Obtain your supervisor's approval/signature on section 4 of the form.
4. Forward the completed form to the Office of Human Resources.
5. Report any changes in your participation schedule or status to the Office of Human Resources.
6. Participants should review their schedule with their supervisor and re-submit an updated participation form in January of each year.

PARTICIPATION DISCLAIMER

Employee participation in the program is strictly voluntary and at the individual's risk and discretion. **Employees are encouraged to consult with their physicians before engaging in any activities in conjunction with the SPSU Wellness Program.** An employee participating in the program assumes all risk and responsibility for any injuries sustained by his/her participation in the program.

FOR MORE INFORMATION

Contact the Office of Human Resources regarding questions or concerns.