

**Northern New Mexico College
HUMAN RESOURCES POLICY**

Subject:	Wellness Program
File Reference:	3.16
Date Approved By Board of Regents:	November 21, 1996
Replaces Policy Approved On:	

Purpose: To establish and implement a Wellness Program policy for the NNMCC Employees; and, to improve employee health and morale, by encouraging employees to engage in physical fitness activities.

Policy: Employees may use 3 one-half hour periods per week during work time to engage in a physical fitness activity. Employees may use only one-half hour fitness period during any given day. Fitness periods must be taken on either side of the employee's lunch period, or at another time agreed on by the employee's supervisor. An employee may take work breaks on days which they use a fitness period. Employees do not have to make up time used for fitness periods. It is work time, not flex time. Incorporation of fitness periods into the work week must not conflict with the employee's work schedule. Job responsibilities come first, employees may not always be able to use fitness periods, i.e., orientation, registration, mid-terms, finals, etc.. Fitness contracts are good per semester. When a contract expires, a new contract may be completed. If a fitness period is missed, it can be made up later in the same week with the approval of the employee's supervisor. Fitness periods can not be accumulated to use in subsequent weeks in addition to regular fitness periods. Fitness periods may be used only for engaging in physical fitness activities. They may not be used for other health-related activities or personal business off campus. To remain within the general area of the college, i.e., Railroad Avenue, Fairview Avenue, Onate Drive. If an employee stops doing the activities specific in their contract on a regular basis, or if the employee wants to modify their contract (change time, date or location), they must inform their supervisor. Daily fitness schedules to be turned into supervisors.

Physical Fitness Activities include, but are not limited to the following:

1. Aerobic activities – brisk walking, jogging / running, swimming, jump roping, bicycling, and aerobic dance.
2. Recreational Sports – tennis, volleyball, racquetball, softball/mushball, soccer, martial arts, badminton, and handball.
3. Muscular Strength Activities – calisthenics exercise, yoga, water exercise, and weight lifting.

Fitness Period – one of 3 half-hour periods employees are allowed each week during work time to engage in a physical fitness activity.

Procedures: Employees wishing to participate in the Wellness Program must fill out a physical fitness contract. Contracts are available from the Students Support Services Director. Employees must submit the contract to their supervisor for the supervisor's approval and signature. Employees shall keep one copy of the contract and must give one copy to

their supervisor. The original contract must be submitted to the Students Support Services Director. When a contract expires, an employee must complete a new contract if they wish to continue their physical fitness activity.

Cross Reference: Not applicable

NORTHERN NEW MEXICO COMMUNITY COLLEGE

EMPLOYEE PHYSICAL FITNESS CONTRACT

This contract is to signify an agreement between _____ and NNMCC to allow the employees to engage in physical fitness activities during work hours.

I agree to abide by the following schedule for the _____ semester beginning on _____ and ending _____ and understand that missed fitness periods may not be accumulated or used for any personal business.

Day	Time	Activity	Location
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I further agree to notify my immediate supervisor should this schedule be altered, modified or should I cease the activity(ies) indicated above. I further agree to provide my supervisor and the Wellness Program Coordinator with a copy of the approved statement.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Approved _____ Disapproved _____

Comments: _____
