



Procedure 243.1A Red Devil Wellbeing Participation Guidelines

Policy 243 - Employee Wellness Policy

In support of our commitment to the health and well-being of LCC's faculty and staff, college employees may be permitted time away from their normal work schedule, with the approval of their direct supervisor, to participate in Red Devil Wellness program activities. All employee classifications are permitted release time to participate in activities, programs or events as deemed appropriate by their direct supervisor. Participation in wellness activities is completely voluntary.

Guidelines

Staff requesting release time to participate in wellness activities are expected to work with the supervisor to ensure departmental needs are met and the impact of an individual's absence is minimized. Approval for participation considers the current and anticipated operational needs of the department, which should not be adversely affected by participation. Supervisors are responsible for monitoring the employee's use of release time away from work as deemed necessary.

If the wellness activity falls during a regularly scheduled break time, or an employee can make reasonable arrangements to participate during regularly scheduled break times, they should not count their participation as paid time. This guideline applies to all employee classifications. Wellness activities will be offered at a variety of times and days of the week to accommodate differing employee schedules and classifications. It is not expected that employees have the ability to attend every wellness program offering.

Supervisors should consider employees' request to participate in wellness-related activities and make reasonable accommodations to allow them to participate when possible. Departments are encouraged to develop their own guidelines to encourage participation while still meeting the business needs of the College.

Granting release time is at the supervisor's discretion and may not be possible in all circumstances depending on the needs of the department.

Wellness Activities

Eligible wellness activities are defined as voluntary activities that promote the health and well-being of the individual coordinated through the Red Devil Wellness program. Wellness time should not be used for personal business.