



## Red Devil Wellness Program Guidelines and Use of State Resources

Through the Red Devil Wellness Program, the College strives to offer a wide variety of wellness activities and resources that helps improve employees' health and well-being. Participation in wellness activities is completely voluntary.

### Guidelines

#### *Scheduling of Wellness Activities*

Wellness program activities will be mostly offered during the lunch hour, designated break times, or outside of normal business hours. However, some activities may occur during the workday and will adhere to state laws and rules.

#### *Official Duties Come First*

Faculty and staff are encouraged to participate in wellness activities that improve their health and well-being. Wellness-related events may not interfere with employees' ability to carry out their official duties. Employees requesting release time from their normal duties to participate in wellness activities are expected to work with their supervisor to ensure departmental needs are met and the impact of the individual's absence is minimized. Approval for participation must consider the current and anticipated operational needs of the department, which should not be adversely impacted by the employee's participation in the wellness activity.

#### *Use of State Resources*

Release time is defined as paid time. Any use of state resources in support of the Red Devil Wellness Program and activities including release time will be in accordance with the [Guidance Regarding Use of State Resources](#) and [WAC 292-110-010](#).

#### *Recreational Wellness Activities*

[WAC 292-110-010](#) allows for de minimis use of state resources to support the planning of recreational activities. For planning recreational activities, the de minimis rule would apply to employee time, College supplies, College e-mail communication time, use of conference rooms, etc.

Per [RCW 41.04.362](#), recreational activities must occur during employees' scheduled break times unless the activity is open to all employees and employees are participating in the activity at the same time. For example, employees exercising in the Fitness Center or participating in organized exercise classes, must do so on their own time. Quarterly walks would be a physical activity open to all employees at the same time and could occur during scheduled work hours.

- *3/15/2021 approved by Washington State Ethics Board*

#### Resources/Links:

- [WAC 292-110-010](#)
- [RCW 41.04.362](#)
- [Guidance Regarding Use of State Resources](#)