

Facilities Management Operating Policies and Procedures Manual

Effective Date: 06-02-2010
Original Date: 07-25-2005
Policy Number: 07-17-001 R3
Section: Facilities and Services
Subject: Wellness Program Guidelines

Purpose:

Provide staff with a clear understanding of the Wellness Program guidelines. Any regular, full-time FM employee, with approval of supervisor, may enroll in a 3 hour per week physical fitness incentive program. It is anticipated that this program will not only encourage participation in the wellness program during work hours, but also encourage lifetime participation on the employee's own time.

Policy:

1. Participation:
 - a. FM employees may choose, with supervisor's approval, to participate in the 3-hour release time (either educational class or wellness program) during the work hours (NOT BOTH AT THE SAME TIME).
 - b. FM employees understand that participation in release time for wellness is at the discretion of their immediate supervisor. Supervisors may suspend the use of release time temporarily or indefinitely due to workload or as part of disciplinary action with the approval of the Assistant Vice Chancellor (AVC).
 - c. Supervisor will work with the employee to set a time for the employee's workouts that is beneficial to the employee and the work schedule.
 - d. FM employees who use release time for wellness are required to register and participate in the health screening sessions.
 - e. The employee must submit a [FM Wellness Plan form](#) to their supervisor outlining objectives and specific activities to be performed during each period. This form must first be signed by the ASU Health and Wellness Director confirming that the employee participated in the health screening. This form will be kept in the employee's FM personnel file in the Training

and HR office. All Health Measures are kept confidential with the ASU Health and Wellness Director and participant.

- f. All wellness program participants must document their wellness leave time on their timecard as *LEAVE* with a pay code of *FITNESS* and in Banner with the leave code as *WELLNESS*.
 - g. If circumstances warrant, there will be a grace period of up to 5 minutes for reasonable travel time to and from exercise site on campus, at the discretion of the supervisor.
 - h. ASU activity classes are available for employees at various times throughout the day, with supervisor's approval.
2. Health Screening:

- a. Health screenings will consist of the following:
 - i. Blood Lipid Profile (Optional) (Participation with this will require testing in each screening session)
 - ii. Body Fat Composition/Circumference
 - iii. Height/Weight
 - iv. Flexibility
 - v. Blood Pressure
- b. Health screening periods will be in January, May and August. Employees will be notified of the health screening period and must register for the health screening. The health screening is required in the beginning and end of each period. Periods are as follows:
 - i. Fall - Screen in August, out in January
 - ii. Spring- Screen in January, out in May
 - iii. Summer- Screen in May, out in August
- c. Employees employed after the health screening date will be required to schedule a health screening with the ASU Health and Wellness Director prior to participation. Supervisors have the option to hold new employees out of participation for orientation training purposes or for a probationary period to be determined by the supervisor.
- d. Employees who have documented sick or scheduled vacation leave during the health screening period will be required to schedule a health screening with the ASU Health and Wellness Director prior to participation.

All other employees that fail to register for the health screening will be required to wait until the next open health screening period.

- e. If improvement of the health measures is not shown after the first screening, then the ASU Health and Wellness Director will meet with the

participant to discuss options to improve the health and fitness of that employee. The ASU Health and Wellness Director will notify the AVC and the Departmental Director of the suggestions made to the employee.

3. Duration:

- a. The FM Wellness Program is a 12-month benefit with supervisor's approval.
- b. The maximum daily time limit allowed for an employee to participate in this program is 1 hour. While an individual may choose to exercise 30 minutes per day for 5 days per week, 45 minutes per day for 4 days per week or 1 hour per day for 3 times per week, the total maximum time allowed is 3 hours per week.
- c. When an employee decides to discontinue the Wellness Program after the health measures have been conducted, the ASU Health and Wellness Director and Departmental Director must be notified in writing. This notification will be kept in the employee's FM personnel file in the Training and HR office.
- d. If a supervisor finds solid evidence through a fact finding investigation that an employee is abusing the policy, the supervisor will terminate the employee's participation in the wellness program for one full year and additional disciplinary action may also occur.

FACILITIES MANAGEMENT EMPLOYEE WELLNESS PLAN

Planned Participation: _____ Part-time (___Spring ___ Summer ___ Fall)
_____ 12- month

Employee's Name: _____

Employee's Department: _____

Employee's ASU ID #: _____

Exercise Objectives:

Specific Activities Planned:

Times and Days of week activities are planned:

Monday Tuesday Wednesday Thursday Friday
_____/_____/_____/_____/_____

Employee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

Wellness Dir. Signature _____ Date: _____

FM Wellness Plan Forms will be kept in the FM Personnel Files in the Training and HR office.