

## Employee Wellness Program



Effective Date: October 2017

The Employee Wellness Program is established under the oversight of MSUWell and endorsed by the President's Office. The Employee Wellness Program is a voluntary program designed to enhance the well-being of employees and reduce or eliminate lifestyle-related issues that affect the employee's health and work productivity.

The objective of the Employee Wellness Program is to provide a supportive environment that encourages employees to adopt healthy behaviors and positive lifestyle changes, improve job performance, increase work satisfaction, and reduce health care/insurance costs.

The following general guidelines exist for the Employee Wellness Program:

1. Participation is free of charge. Other fees may be charged for events, programming, or promotional items.
2. Activities must fall within the 8 Dimensions of Wellness.
3. Participation does not include a complimentary membership to MSU's Student Wellness Center.
4. MSUWell has the responsibility to promote activities and events, to disseminate information relevant to health and wellness, and to track involvement.
5. Participants are responsible for the purchase and maintenance of all personal clothing and equipment necessary for their chosen wellness activity.
6. Participants must sign a liability waiver releasing Minot State University from any liability resulting from participation. Signed waivers are to be submitted to the Chair of MSUWell.
7. Supervisors are responsible for the employee's usage of Wellness Release Time and ensuring compliance with program guidelines. Supervisors may request to verify hours of involvement for an employee that utilizes the MSU Wellness Center or MSUWell sponsored events.
8. Wellness Program release time guidelines:
  - Non-exempt regular staff employees may participate in wellness activities with release time of no more than three hours per week with the supervisor's approval and as the work allows. Taking a class during business hours constitutes as using wellness release time.
  - Exempt staff and faculty may participate in wellness activities as their schedules allow, but should use three hours per week as a guide for their own release time.
  - Release time for participation in wellness activities is limited to those activities available on campus or originating and ending on campus in the case of walking, running, or cycling. Off-campus activities are included if sponsored by MSU.

For additional information regarding employee wellness visit the Wellness Center link on the MSU website (<http://www.minotstateu.edu/wellness/>).