

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. HR-714**

TITLE: EMPLOYEE WELLNESS

SECTION 1. GENERAL

- 1.1 Scope: This policy establishes an on-campus wellness program.
- 1.2 Authority: West Virginia Code §5-1E
- 1.3 Filing Date: February 12, 2009
- 1.4 Effective Date: February 18, 2010
- 1.5 Replaces C.100 Employee Wellness Program

SECTION 2. POLICY STATEMENT

- 2.1 Bluefield State College will provide opportunities for employees to participate in a wellness program.
- 2.2 To be eligible for the Employee Wellness Program, an employee must: a) be full-time (0.53 FTE or greater); b) completed a six month probationary period and; c) have received approval from the appropriate supervisor.
- 2.3 Various group and individual wellness activities will be developed and made available to employees at specific times during the work week. The Wellness Program Director will set forth and approve wellness activities.
- 2.4 The program allows participation not to exceed three (3) hours per week during normal work hours as long as participation does not interfere with the operation of the department. Participation must be approved in advance by the appropriate supervisor within the department.
- 2.5 The Employee Wellness Program may not be utilized with the Staff Development Program to exceed three (3) hours per week during normal work hours.

