

## **SOUTHEAST HEALTH DISTRICT ON-THE-MOVE EMPLOYEE WELLNESS**

The District Health Director encourages all employees to engage in regular wellness activities and to make lifestyle choices that promote health and well-being. The use of wellness breaks during the workday is authorized to support this philosophy and assist employees in meeting their wellness goals.

(Section A)  
**SUPERVISORY  
RESPONSIBILITIES**

Supervisors are responsible for coordinating schedules to ensure that each employee is treated fairly, that breaks are granted consistently, and that service delivery is not interrupted or compromised. Employees are to sign an SEHD On-The-Move Employee Wellness Agreement to be maintained by the supervisor. The agreement acknowledges participation in employee wellness breaks.

(Section B)  
**GUIDELINES**

Guidelines for use of wellness breaks include:

1. A maximum of 30 minutes in a given workday may be used to engage in wellness activities, generally in the form of two 15-minute breaks or one 30-minute break. Any employee who meets criteria set forth in Policy 1001 Fair Labor Standards Act may participate in worksite wellness breaks.
2. Employees will sign out for wellness breaks as appropriate to the worksite.
3. Employees are not allowed to leave work premises by vehicle for wellness breaks.
4. Wellness breaks cannot be taken in addition to other breaks. That is, employees may be permitted no more than 30 minutes of break time each day, in addition to their lunch hour.
5. Wellness breaks may be used for activities including but not limited to:
  - 5.1 Walking or jogging
  - 5.2 Exercise videos
  - 5.3 Meditation and other activities to improve emotional/mental health
  - 5.4 Counseling, educational training, review of health-related internet sites, health-related lunch and learns, and support functions for behavioral modification (i.e., tobacco and other addictions)

5.5 Other options to be evaluated and considered by the District Wellness Committee, at the request of a supervisor.

6. Staff are encouraged to take advantage of gym memberships, walking tracks, and other offsite activities to enhance their health and well-being.

(Section C)  
**EMPLOYEE  
PARTICIPATION**

Employees who choose to participate in wellness breaks must realize that:

1. Wellness breaks, like other breaks, are a privilege that may be revoked if abused.
2. Scheduling and service delivery take precedence over wellness breaks.
3. Wellness activities are subject to approval, which may not be granted due to perception of the public.
4. While on a wellness break, the employee is not performing required job duties. Therefore, any injury sustained during a wellness break will not be covered under worker's compensation.

**ATTACHMENTS:**

EMPLOYEE WELLNESS AGREEMENT (Form 905-1)

**Note:** All forms can be located on the SEHD intranet at:

<http://www.sehdph.org/protected/Forms.htm>

**REVISION HISTORY**

REVISION #	REVISION DATE	REVISION COMMENTS
1	06/2013	Minor Revisions
2	09/2015	Added worker's compensation statement