

Adopted: 3/4/2026

1. Purpose

To promote employee health and wellness and to enhance work performance and productivity, Sandhills Community College provides dedicated fitness and wellness time for eligible employees.

2. Eligibility

- Full-time employees that have been employed with the college for a minimum of 6 months are eligible, **except** those currently on a Performance Improvement Plan (PIP).
- Participation is contingent on supervisor approval and operational needs.
- Participation is completely voluntary and is never required by the College.

3. Guidelines

- Employees may use up to a total of 1.5 hours/week not to exceed **45 minutes per session**.
- **Time cannot be banked or carried over** from week to week; unused time is forfeited.
- Time includes changing clothes, if necessary.
- Fitness/wellness time should not be used for late arrival or early departure. It is intended to be used within the actual workday.
- Employees must physically report to work before and after utilizing this time.
- Exercise must be conducted **on campus, an adjacent property (i.e., Reservoir Park), or another approved location**.
- Approved activities include cardiovascular/aerobic exercise, strength training, flexibility routines, and wellness activities as defined below. Activities may be individual or conducted in a group or class setting.
- **Wellness activities may include, but are not limited to, the following categories:**
 - **Mindfulness and Meditation:** Structured or self-guided practices intended to support mental focus, emotional regulation, and overall well-being. Examples include guided meditation sessions, breathing or relaxation exercises, use of

mindfulness or meditation applications, and participation in quiet or reflective activities in designated or appropriate spaces.

- **Stress Relief:** Activities intended to reduce physical or emotional stress and promote relaxation and mental wellness. Examples include laughter yoga, aromatherapy practices, creative art activities, low-impact movement, or nature walks conducted on campus or at an approved adjacent location.
- **Hobbies:** Low-impact personal interest activities that promote relaxation, creativity, or cognitive well-being. Examples include reading, journaling, listening to music, creative writing, or similar activities that support mental wellness without interfering with job duties.
- **Digital Detox:** Intentional periods of disengagement from digital devices to reduce screen fatigue and support focus and mental well-being. Examples include device-free time during approved wellness periods or participation in wellness activities that do not involve electronic devices.
- Participation in wellness activities requires **prior supervisor approval**, must occur **within the actual workday**, and must not interfere with operational needs, essential job functions, or departmental coverage requirements.
- The wellness activities listed above are intended to serve as examples and do not constitute an exhaustive list. Other activities that align with the purpose of this procedure and support employee health and wellness may be approved at the discretion of the supervisor, consistent with operational needs and all requirements of this procedure.
- Employees should be mindful of appropriate attire before and after fitness time.

2. Approval & Documentation

- Employees must obtain **supervisor approval** for fitness/wellness time and coordinate to ensure no interference with job duties.
- A signed agreement is required, outlining expectations and compliance with the procedure.
- Supervisors may deny or revoke fitness/wellness time if operational needs require or if the privilege is abused.
- Supervisors are responsible for monitoring usage and ensuring compliance.
- Employees may appeal a denial to their next-level supervisor. The decision of the next-level supervisor is considered final.

6. Review & Oversight

- The procedure will be reviewed annually by the Health and Wellness Committee and Human Resources to ensure effectiveness and alignment with institutional goals.

- The college will develop a mechanism of tracking usage to determine the effectiveness of this procedure for meeting its purpose.