

WELLNESS POLICY



Policy Title: Wellness
Policy Number: 4.10
Authorization: Grand Forks County Commission

Approval Date: August 1, 2017
Replaces Policy Number: 104-14
Revision Date: August 1, 2017

POLICY STATEMENT

Grand Forks County encourages and supports events promoting wellness hosted by Grand Forks Public Health Department.

RATIONALE

To establish guidelines for participation of wellness events.

APPLIES TO

All County employees.

DEFINITIONS

Temporary/Seasonal: Employees who are expected to remain in a position only for a certain amount of time.

GUIDELINES

Grand Forks Public Health will establish events to promote wellness each calendar year and assign wellness hours that may be earned by attending the events. Participation in wellness events is voluntary and is not compensated.

ELIGIBILITY

Full-time employees may earn up to four (4) wellness hours per calendar year for participating in wellness activities hosted by Grand Forks Public Health Department. Part-time employees will earn wellness hours on a pro-rated basis. Elected officials, temporary/seasonal employees and employees who regularly work less than an average of 20 hours per week are not eligible to earn wellness hours, but are always welcome to attend the events.

SCHEDULING

Employees are required, in advance, to request time off to attend an event. The request is subject to approval from their supervisor. It is the responsibility of the employee to provide their supervisor with reasonable notice.

Supervisors should attempt to approve an employee's request to attend a wellness event, provided the County's operations are not adversely affected by the request.

USE AND PAYMENT OF WELLNESS HOURS

Each year, wellness hours are awarded on January 16th and must be used within the calendar year. Wellness hours must be used in one-hour increments and can be used in lieu of Vacation or Sick Leave. The existence of wellness hours shall not be a presumption of approval of its use. Hours not used by the end of the calendar year or upon separation of employment, will be forfeited.

Wellness hours are calculated on the employee's base rate at the time of use. Employees may request/use wellness hours up to, but not to exceed, the number of hours they are scheduled to work. Paid wellness hours do not include shift differential, incentive pay, bonuses, or other special forms of compensation, and to considered hours worked for purposes of determining overtime.

ROLES

Employees are responsible for requesting Wellness Leave in advance and reporting their use of wellness hours.

Payroll will record and track all wellness hours through the County's Payroll system.

Grand Forks Public Health is responsible for tracking attendance for each event.

This policy is intended as a guideline to assist in the consistent application of Grand Forks County policies and procedures for employees. The policy does not create a contract implied or expressed, with any Grand Forks County employees.. Grand Forks County reserves the right to modify this policy in whole or in part, at any time, in its sole discretion. This policy will be reviewed no less than every three years, unless required by Federal, State, or Local law.

RESOURCES

Contact Human Resources if you have any questions or if you would like additional information about this policy.

FORMS

Time Off Request and Payment Form