

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Employee Use of the Wellness Center

PROCEDURE NO: HR 700.18

REPLACES: New

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PURPOSE:

It is the goal of Mennonite Village to encourage staff to make healthy life style choices that may have a positive impact on their daily lives. This policy is designed to set guidelines on the benefit and responsibilities of employee use of the on-site Wellness Center and Aquatic Center.

POLICY:

Employees, including active and retired employees of Mennonite Village/MSNW, contract employees, and employees of MSNW affiliates have access to the Wellness Center and Aquatic Center. Employees are to be respectful of the Village residents who have priority use of the exercise equipment when both employees and residents are present.

PROCEDURE:

All employees are required to participate in an orientation to both the Wellness Center and the Aquatic Center prior to use. Employees are responsible for contacting the Wellness and/or the Aquatic Center to make an appointment for their orientation.

The following forms are kept on file: informed consent and a personal health history completed by the employee. If indicated, a medical release from the employee's health care provider is requested.

Each employee reads and is given a "Statement of Understanding" that explains the use of the Wellness Center and Aquatic Center. The employee documents the receipt of the guidelines with his/her signature in a log book.

The Wellness Program staff maintain an orientation form on each employee that details what exercise equipment and exercises that the employee has received an orientation to.

The use of the facilities, along with Wellness Program classes are free to attend. Classes provided by an independent contractor may have a nominal fee to be paid by the employee. Personal training is an additional fee-based service. (refer to Wellness Program Fee Policy)

All employees sign-in on a separate sign-in sheet in the Wellness Center or Aquatic Center. Monthly utilization numbers are submitted to Human Resources.