
St. Andrews Parish Parks & Playground Commission
Policy Manual

Section: 4 **Topic:** Employee Wellness

Policy Number: 20

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1. Any staff member employee who uses his/her break time to exercise at St. Andrew's Family Fitness *Plus!* will be allowed up to 1 ½ hours for break, instead of the normal ½ hour to 1 hour. Salaried employees will not be expected to work the extra ½ hour to make up for this extra time. Non-salaried employees will be paid ½ hour of the 1 ½ hour if his/her hour is spent exercising.
2. All staff members will be allowed to bring one guest per visit free of charge to St. Andrew's Family Fitness *Plus!* as long as they are exercising with their guest. This can be the same person each time or a different person. The only limit will be one person per day.
3. All employees who exercise at least three times per week for an entire month will be entered into a drawing for a gift valued at \$40 or more on a monthly basis. Employee must submit a computerized attendance report to the Human Resources Director by the 1st Friday of the month in or to be eligible for the drawing.
4. All employees who exercise at least two times per week for a period of six months will receive one paid shift (full-time employee will receive 8 hours, part-time employees will receive an average of hours worked per day). Employee must submit a computerized attendance report through plog.com and/or FFP to the Human Resources Director by the 1st Friday of the month following the six consecutive months in or to be eligible.

Note: Employees must remember to scan their membership cards at FFP and/or use a calendar for tracking their activities in order to be eligible for incentives.

Approved July 3, 2012