

# MENNONITE VILLAGE POLICY & PROCEDURE

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**TITLE:** Employee Use of the Wellness Center

**PROCEDURE NO:** HR 700.18

**PREPARED BY:** Bernadette Milstead

**DATE:** 07/2024

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## **PURPOSE:**

It is the goal of Mennonite Village to encourage staff to make healthy lifestyle 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:**

Current employees of Mennonite Village and their guest and current contract employees working on the Mennonite Village campus have access to both the Wellness Center and Aquatic Center. Employees are responsible for their guest at all times

## **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 waiver and release of liability. (Sent via DocuSign)

Each employee reads and is given a "Statement of Understanding" that explains the use of the Wellness Center and Aquatic Center.

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.

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.