

SEMINOLE STATE COLLEGE

P.O. Box 351 • Seminole, OK 74818
2701 Boren Blvd • Seminole, OK 74868
Phone: 405-382-9200 • Fax: 405-382-7912



Office of the President

August 28, 2019

Dear Faculty and Staff,

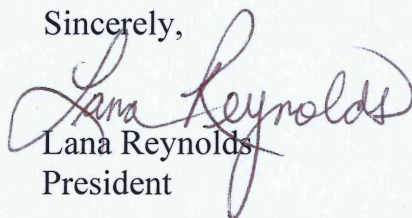
In an effort to encourage good health and to support campus initiatives to help students, I am pleased to inform you of an opportunity to use pre-approved release time to exercise or volunteer at designated centers on campus. This is an extension of an Employee Wellness Program established in January, 2008 to encourage good health.

With prior approval from supervisors, professional and classified staff may be released from regular work assignments for one hour, two times each week, to: exercise on campus utilizing Seminole State College athletic facilities; or volunteer in the distance education proctoring center, food pantry or counseling resource center. Faculty wishing to participate in these specific programs, may elect to use up to two hours of their regularly-scheduled office hours – substituting electronic communications with students to compensate for that time period. The maximum release time permitted per week is two hours per employee. Of course, utilizing personal time outside of obligated work hours, is also allowable.

Please note that, while appreciated, participation in any of these activities is voluntary. Coverage of critical areas of operations, as well as unique needs of various areas of campus, will have to be considered by supervisors when granting release time.

If you have any questions regarding this program, please contact the SSC Human Resources Office. Best wishes for good physical health – and improved mental health through volunteering to help others!

Sincerely,


Lana Reynolds
President