The mission of the NMJC Campus Wellness Program is to promote organizational and individual wellness among members of the campus community through education and prevention.

I. Program Outline

A. Each regular full-time employee who signs up for this program will be able to take one hour each week from work to participate in a physical activity.
B. Each participant can use Caster Activity Center, the NMJC Del Norte Fitness Center, the NMJC Track, and the Lea County Walking and Jogging Path.
C. Signup will be three times per year: summer, fall, and spring.
D. Each campus department will handle signup, and the regular full-time employee and his or her supervisor will sign all forms. All records will be submitted to and maintained at the NMJC Del Norte Center.
E. Each participant will be required to sign in and out at either Caster Activity Center or the NMJC Del Norte Fitness Center even when using the NMJC Track or the Lea County Walking and Jogging Path.
F. Participants will be required to attend a wellness seminar before they can start the program.
G. Suggested hours are as follows: (weekdays only)
   1. Custodial--(must be coordinated with supervisor)
   2. Maintenance--3 pm to 4 pm
   3. Support--4 pm to 5 pm
   4. Security--(must be coordinated with supervisor)
   5. Professional (must be coordinated with supervisor)
   6. Faculty (must schedule an office hour)

The minimum that each employee can take is 20 minutes, and that can be used with the lunch hour or in the afternoon. Each participant can do this three times during the week but cannot take more than one hour from work each week.
This program is designed to give each participating employee a chance to take an hour from work each week to engage in an activity.

During this hour, the employee may utilize Caster Activity Center, the NMJC Del Norte Center, the NMJC Track, and the Lea County Walking and Jogging path.

Sign up for the program will be during fall, spring and summer I registrations. This program is optional. Newly hired regular full-time personnel will have to wait 30 days before they are eligible for the program. All records will be housed at the NMJC Del Norte Center. Hard copies will be kept for one year and then destroyed. Electronic copies will be stored permanently.

Both Centers will be open and available for use from 12 pm to 5 pm Monday-Friday, for all groups except security and night custodial crew. Their time of use will be determined by their schedule and the Centers’ open hours.

It is recommended that a person engage in activity for a minimum of three hours each week. The College is giving the employee one hour but is asking the employee to give back two hours for this program to be successful. A participant may choose to schedule an Independent Program (on one’s own) by engaging in a physical activity three hours per week or by joining a Physical Fitness class that is offered by New Mexico Junior College.