

# City of Salem Employee Wellness Committee Supervisor Approval Form

The employee below would like to serve on the City of Salem Employee Wellness Committee. Please review the info below and sign at the bottom if you approve and are willing to allow the employee the flexibility needed to meet the Wellness Committee Member Expectations.

## **Employee Info:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Extension: \_\_\_\_\_

## **Wellness Committee Member Expectations:**

To give you an idea as to what your employee's participation on the committee would entail, the following is a list of Wellness Committee Member Expectations.

1. Attend monthly committee meetings (*currently 3rd Thursdays 1:30pm-3pm*)
  - a. Meeting location rotates (*Civic, Shops, Library, Urban Development, I.T., etc.*).
2. Help inform those in their work area about current and upcoming wellness programs (*give updates in staff meetings, mention to coworkers in passing, etc.*)
3. Bring the questions, suggestions, and feedback from those in their work area back to the committee meetings
4. Work 1-hour shifts at special wellness events (*Health Fair, Benefits Fair, etc.*)

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_