



Procedure Number: CS 201.2  
Procedure Title: Employee Wellness Access  
Relevant Board Policy:  
Relevant SACSCOC Principle:  
Originating Unit: College Services  
Maintenance Unit: College Services  
Contact for Interpretation:

- I. Purpose: To establish a clear and consistent process by which Northeast Lakeview College (NLC) employees may request extended hours access to the NLC Wellness Center weight room and locker room. This procedure ensures that access is granted only to authorized employees, that requests are properly reviewed and approved, and that participation is appropriately documented.

Definitions:

Wellness Center: The NLC on-campus facility offers fitness equipment and exercise space available to the campus community.

Employee Wellness Center Access: Badge and FOB access granted to eligible NLC employees allowing use of the Wellness Center.

Wellness Center Access Request: The request submitted by an employee to College Services to initiate the approval process for Wellness Center access. Due to the nature of the activity, each request requires an employee to complete a Consent to Treatment, Release of Liability, Assumption of Risk & Indemnity Agreement.

Physical Education Center Specialist: The NLC administrator responsible for oversight of the Wellness Center and one of the required approvers for employee access requests.

College Services: The NLC department responsible for processing Wellness Center access requests, coordinating approvals, and maintaining access records.

- II. Procedure statement:

This procedure outlines the steps for requesting, approving, and maintaining employee badge access to the NLC Wellness Center weight room and locker room. It defines the roles and establishes expectations for appropriate use of the facility during extended access hours.

- A. Requesting Extended Wellness Center Access

1. Employees wishing to obtain access to the Wellness Center for alternative hours must submit an access request to College Services at [nlc-cs@alamo.edu](mailto:nlc-cs@alamo.edu).

- a. Employees can find a copy of the access request through the department SharePoint, or they may request one through the nlc-cs email.
  - b. The request should include the employee's full name, Employee ID number, and department. The request should also note if the employee has or will need a FOB. If the employee already has a FOB, they should provide their code.
2. Upon receipt of the request, College Services will prepare a Release of Indemnification waiver and an Access Request form for the required signatures.
    - a. The Access Request must be reviewed and approved by both of the following before access is granted:
      - i. Physical Education Center Specialist
      - ii. Vice President of College Services
  3. Once all required signatures have been obtained, College Services will coordinate with the Alamo Colleges District Police Department to enable Wellness Center badge access for the employee. College Services will also coordinate with Facilities to either provide or update the employee's FOB in accordance with the process outlined in procedure CS 201.
  4. If a submitted request is incomplete, College Services reserves the right to return it to the employee for correction before processing.

#### B. Conditions of Access

1. Authorized employees may access the Wellness Center via badge and FOB during extended hours as set by the Physical Education Center Specialist.
  - a. Access to the facility remains open during normal business hours.
  - b. Hours set are subject to change.
2. Access is issued for the employee's personal use only. Employees may not use their access to grant entry to any other individual.
3. Employees are responsible for their conduct and safety while using the facility during access hours.
4. Employees must comply with all Wellness Center rules and guidelines.

#### C. Revocation of Access

1. Employee Wellness Center badge access may be revoked at any time for the following reasons:

- a. Violation of Wellness Center rules or NLC conduct policies.
2. When an employee separates or transfers from NLC, the assigned department is responsible for notifying College Services so that Wellness Center access may be deactivated in accordance with the Employee Exit and Transfer Procedure.
3. Employees whose access is revoked will be notified by College Services. Any future request for reinstatement must follow the full request and approval process outlined in Section II.A.

Attachment:

Originator: Joseph Hansell

Date Approved: May 12, 2026

Approved: Thomas Walker

Title: Vice President of College Services

Jun 23, 2026

NLC Procedure Template 7/26/18