



CITY OF SANTA FE

Memorandum

Date: May 28, 2025

To: Governing Body, Quality of Life Committee, and Finance Committee

From: Bernadette Salazar, Human Resources Director *Bjs*

RE: Updating and Extending the Mental Health and Wellness Pilot Program

EXECUTIVE SUMMARY:

The proposed resolution would extend a two (2) year pilot program for City of Santa Fe (“City”) employees until June 30, 2026. The program provides one (1) day a year of “Wellness Day Leave” and up to two (2) hours per week of Physical and Mental Fitness Leave for City employees. The resolution would also update the temporary Personnel Rule 13.92, to require employees who are approved for Physical and Mental Wellness leave to complete up to three surveys—one before taking leave, one at the end of the pilot program, and one during the program, if the Human Resources Department determines a third survey would be helpful. The survey requirement would allow the City to collect data and feedback from City employees to determine the impact of the pilot program.

BACKGROUND:

The Governing Body updated the Personnel Rules and Regulations in 2023 through Resolution No. 2023-17 to include a two (2) year pilot program for Wellness Day Leave and Physical and Mental Fitness Leave. Personnel Rule 13.91 allows classified full-time and part-time, exempt, and term employees one (1) wellness day each calendar year. Personnel Rule 13.92 two (2) hours per week of Physical and Mental Fitness leave for physical and mental fitness activities for classified full-time, exempt, and term employees who are eligible. Human Resources has received positive feedback about the program and supports continuing the pilot program for another year to obtain more data.

ATTACHMENTS:

Resolution
Fiscal Impact Report