

<b>DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES</b>		
<b>Reference: 02-01</b>	<b>Effective Date: December 15, 1988 Revision Date: September 16, 2011</b>	<b>Page 1 of 2</b>
<b>SUBJECT: EXERCISE POLICY</b>		
<p><b>RATIONALE:</b> The purpose of this policy is to promote the general physical and emotional well being of the Department's employees by establishing an opportunity for employees to participate in an exercise program which will:</p> <ol style="list-style-type: none"> <li>a. Improve the overall health and well-being of employees</li> <li>b. Encourage a personal commitment among employees to adopt healthy activities as a permanent lifestyle</li> <li>c. Help reduce stress and the risk of cardiovascular disease factors in employees</li> <li>d. Improve productivity in the workplace, which will benefit both the Department and the employees</li> <li>e. Promote employee job satisfaction, and</li> <li>f. Attract and retain quality employees.</li> </ol>		

## **POLICIES**

- A. The Department offers eligible employees the option of using 30 compensated minutes a day for up to three days per week during their scheduled work hours to participate in this exercise program.
- B. Only full time employees receiving benefits are eligible to participate in an exercise program under this policy.
- C. Participation in the exercise program is neither an employee right nor a guaranteed benefit.
- D. Exercise time must be pre-approved by the employee's immediate supervisor to ensure that normal Department operations will be maintained.
- E. Approval to participate in this exercise program shall be documented in the Utah Performance Management system.
- F. Employees, with the approval of their supervisor, may use the 30 minutes in conjunction with their lunch and/or break time.
- G. Supervisors may not authorize employees to use the 30 minute period at the start of the workday to delay arrival nor at the end of the workday, thus allowing them to leave early.
- H. Authorization to participate in this program may be revoked if the provisions of the program are violated or if it interferes with the employee's ability to accomplish work assignments.
- I. Exercise time is not cumulative (that is, unused exercise time not used during the week cannot be carried over into any subsequent day or week).
- J. To ensure the Department does not incur unnecessary overtime costs, participation in this program shall be suspended on weeks when an employee is required to work overtime.
- K. Workload demands may cause this program to be suspended either for a specific period of time or indefinitely.

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- L. Employees participating in this program do so at their own risk. The Department is not responsible for any and all injuries, illnesses, and other consequences suffered by the employee while participating in this program.
- M. Injuries or illnesses occurring to employees during exercise time may be submitted to the Workers' Compensation Fund for a determination of coverage as an on-the-job injury.
- N. Employees are encouraged to consult with their personal physician to ensure they are physically capable of participating in this exercise program.
- O. Exercise during work time that is a bona fide job requirement is not subject to this policy.

**PROCEDURES**

- A. An employee requests approval from the supervisor to participate in this program.
- B. An employee approved to participate in this program completes the "Department of Human Services Employee Fitness Agreement" and secures the signature of the supervisor.
- C. The supervisor will document the approval to participate in this exercise program in the Utah Performance Management system.
- D. An employee approved for participation in this program records exercise time as hours worked on the State of Utah Bi-Weekly electronic or paper time sheet.


DATE 9/20/11  
 \_\_\_\_\_  
 Palmer DePaulis, Executive Director  
 Department of Human Services

**DEPARTMENT OF HUMAN SERVICES**  
*Employee Fitness Agreement*

THIS AGREEMENT is made and entered into by and between the Department of Human Services (hereinafter "Department"), and \_\_\_\_\_ (hereinafter "Employee").

WHEREAS, the Department has established an Exercise Policy emphasizing exercise for the benefit of its employees, and

WHEREAS, the Employee has voluntarily decided to participate in an exercise program,

NOW THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree as follows:

1. Employee agrees to participate in an exercise program up to three times a week, for a period not less than one year beginning the day this form is signed. The days, times, and types of exercise in which the undersigned employee anticipates participating are:

DAY	TIME	EXERCISE ACTIVITY

The supervisor may approve temporary or permanent changes to the above exercise schedule as needed.

2. Department will allow Employee a maximum of 30 minutes of exercise release time up to three times a week to engage in an exercise program. The 30 minutes must be taken during the employee's scheduled work hours if pre-approved by the supervisor. The agreed upon time for the exercise activity shall be a fixed schedule and shall not change unless approved by the supervisor. The agreed upon schedule will not interfere with normal work requirements nor will participation in this program be allowed on weeks when an employee is required to work overtime.
3. If the Employee is unable to continue with the said exercise program due to injury, illness, or other reason agreed to by the supervisor, Employee may terminate this agreement at any time by submitting a written statement to his/her immediate supervisor.
4. Employee's immediate supervisor may also terminate this agreement at any time for any reason by notifying Employee in writing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Employee