



Personnel Policies and Procedures
Exercise and Health Activity Policy
Effective Date: November 5, 2014
Board Approval: November 5, 2014

1. Purpose

The Tooele Applied Technology College (TATC) recognizes that the beneficial effects of regular exercise and other health related activities such as routine checkups and participation in health fairs is well documented. Such activities can be a significant factor in preventing disease, lowering stress, improving one's mental state and outlook on life as well as improving the general quality of life. In the job setting this equates to greater productivity and reduced absenteeism. Therefore, this policy is established to encourage participation in activities that promote a healthy lifestyle by employees.

2. Policy

- 2.1 General.** TATC encourages all employees engage in a regular program of health and wellness activities leading to improved personal health.
- 2.2 Release Time.** Employees may be granted up to 30 minutes a day for a maximum of three (3) days per week to participate in approved health and wellness activities. Employees may be authorized for additional release time annually to attend *Healthy Utah* assessments and workshops.
- 2.3 Exercise Schedule.** Participation in this program should normally be accomplished during an extension of the lunch period or at the beginning or end of the workday. Exceptions can be granted on a case-by-case basis to allow an employee to take the exercise break during a time that does not impact their work duties.
- 2.4 Approval.** Employees who wish to participate in this program will complete an Exercise and Health Activity Agreement Form (attached) and obtain the designated authorizations. Approval of the agreement is subject to the following guidelines:
 - 2.4.1** Employees are encouraged to seek medical advice regarding the type and vigor of their proposed exercise program.
 - 2.4.2** This agreement must be approved in advance, and is to be signed by the employee and the employee's immediate supervisor. Signed agreements will be reviewed by the Vice President. The signed exercise agreement must be maintained in the employee's personnel file, and must be renewed annually during June for the following fiscal year.
 - 2.4.3** The exercise agreement must outline the program to be followed and the general days and times that it will be accomplished.

- 2.4.4** Exercise time is not cumulative. Time not used during the week cannot be carried over into another week.
- 2.4.5** Authorization to participate in this program may be revoked if the provisions of this program are violated, including repeated violations of the basic intent of the program which is to adopt a *regular* program of exercise to enhance and improve physical conditioning.
 - 2.4.5.1** Authorization to participate in this program will be revoked if it interferes with an employee's ability to accomplish work assignments in a timely and accurate manner.
 - 2.4.5.2** Authorization to participate in this program will be revoked if the employee is placed on an employee plan for improvement, but may be reauthorized after successful completion of the corrective action plan.

3. Procedure

- 3.1** Only full-time employees are authorized to participate in this program.
- 3.2** To ensure the department does not incur overtime costs unnecessarily, participation in this program may be temporarily suspended on weeks when an employee is working overtime. Supervisors are expected to manage the workload in their department and authorize participation in this program in a manner that maintains the required duties and functions of the department.
- 3.3** Employees assume all risks associated with participating in the exercise program. Injuries incurred as a result of this activity will not be considered a work related injury for purposes of workers compensation benefits.
- 3.4** Employees are urged to attend other health improvement activities including health assessment workshops such as *Healthy Utah*, stress management seminars, smoking cessation and weight control programs. Supervisors are encouraged to provide flexible scheduling and opportunities for employees to attend such programs.



**Tooele Applied Technology College
Exercise & Health Activity Agreement Form**

TATC grants permission to _____ to participate in an exercise work
Employee's Printed Name
 release program to promote the health and physical well-being of the employee.

General Provisions

This exercise work release program is governed by the provisions of the TATC Exercise and Health Activity Policy. Authorization to participate in this physical fitness program will remain in effect unless:

- a. There is a violation of the terms of this agreement and/or the intent of the program as defined in the policy; or
- b. The program is canceled or otherwise determined to be unauthorized by the Vice President.

It is intended that this program be enacted whereby the exercise period is an extension of the normal lunch break, or at the beginning or end of a workday. Exceptions may be authorized by the Vice President should special circumstances warrant such action. 30 minutes per day for a maximum of three (3) days per week can be used as part of this program. The typical days and times in which the undersigned employee anticipates exercising are:

Days of Week	Time

Following is a brief description of the intended exercise program and activities:

Certification and Authorization

By signing, I certify that I understand and agree to all terms and conditions of the Exercise and Health Activity program as addressed in the policy and on this agreement form. I consent to voluntarily participate in this program and assume all risks associated with my designated exercise program. I waive and release all rights and claims against TATC for any and all injuries, ailments or other consequences that I may suffer from my participation in the exercise program.

 Employee Signature Date

 Supervisor Signature Date

HR Date Received: _____

Vice President Review: _____