



Subject: EXERCISE AND HEALTH ACTIVITY

Date: June 13, 2014

Ref: Governor, State of Utah Memorandum dated 30 August 1993

Purpose:

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 within the Department of Administrative Services.

Policy:

1. The Department of Administrative Services encourages all employees to engage in a *regular program* of aerobic exercise and health improvement. Aerobic exercise is defined as follows:
 - a. Raising the heart and breathing rates
 - b. At least 25 to 30 continuous minutes of exercise
 - c. Exercise that increases the heart rate by 60 to 75 percent of its average maximum rate.
2. DAS employees may participate in an approved program of compensated exercise release time. Compensated exercise release time for employees with 4 -10 schedules shall be limited to 30 minutes a day for a maximum of two days per week. Compensated release time for employees with 5 - 8 schedules shall be limited to 30 minutes a day for a maximum of three days per week. Exceptions may be authorized by the division director should special circumstances warrant such action. The justification for granting the exception must be entered into Utah Performance Management (UPM). Employees may not enter into exercise agreements that shorten their work day by allowing them to come into work late or leave work early. Exercise agreements are subject to the following guidelines:
 - a. The anticipated program must include aerobic exercise as defined above
 - b. Employees are encouraged to seek medical advice regarding the type and vigor of their proposed exercise program. Exercise programs such as working out in a gym, structured aerobics, walking, jogging, or bicycling are examples of the types of exercise which qualify for approval
 - c. An agreement for exercise release time shall be documented by the employee and the employee's immediate supervisor in the Utah Performance Management (UPM) system. The exercise agreement must be renewed annually each June
 - d. The employee's immediate supervisor shall be responsible for obtaining approval for the agreement from the employee's manager and division director or designee prior to



implementing the exercise agreement

- e. Participation in this program should normally be accomplished as an extension of the normal lunch hour. Exceptions can be granted on a case-by-case basis to allow an employee to extend their morning or afternoon break to accomplish their exercise program. Exercise done before or after the work day is not authorized in this policy. Injuries incurred outside the timelines defined in this policy will not be considered a work related injury for purposes of workers compensation benefits
 - f. Exercise time is not cumulative. Time not used during the week cannot be carried over into another week
 - g. Participating employees shall maintain an exercise log indicating the date, time and type of exercise they engaged in during their exercise time. This information will be provided to their supervisor upon request
 - h. Authorization to participate in this program may be revoked if the provisions of this program are violated, including repeated violation of the basic intent of the program which is to adopt a regular program of exercise to enhance and improve physical conditioning
 - i. 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
 - j. Authorization to participate in this program will be revoked if the employee is placed on a corrective action plan, but may be reauthorized after successful completion of the corrective action plan
3. Only full-time employees with benefits are authorized to participate in this program.
 4. To ensure the department does not incur overtime costs unnecessarily, participation in this program will be suspended on weeks when an employee is working overtime.
 5. Exercise release time will be recorded as regular work time on time sheets. In the case of any disputes, the employee's exercise log will be used to document how much time was taken for an exercise program.
 6. Employees assume all risks associated with participating in the department's exercise program.
 7. Employees are urged to attend other health improvement activities including health assessment workshops such as Healthy Utah, stress management, smoking cessation seminars, and weight control programs. Division directors are encouraged to provide flexible scheduling and opportunities for employees to attend such programs. Employees may be authorized up to three hours release time annually for *Healthy Utah* assessments and workshops.