

Davis Applied Technology College: A Utah College of Applied Technology Campus Exercise and Health Activity Policy and Procedures

Effective Date: 1 April 2009

EIT Approval: 11 March 2009

Campus President's Council Approval: 17 March 2009

Board Approval: 26 March 2009

1. Purpose

The Davis Applied Technology College: a Utah College of Applied Technology Campus (College Campus) 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. References

Davis Applied Technology College Employee Hours of Work Policy

3. Policy

3.1. General. The College Campus encourages all employees to engage in a regular program of health and wellness activities leading to improved personal health.

3.2. Release Time. Employees may be granted up to 30 minutes a day for a maximum of three 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.

3.2.1. 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.

3.3. Approval. Employees who wish to participate in this policy 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:

3.3.1. Employees are encouraged to seek medical advice regarding the type and vigor of their proposed exercise program.

3.3.2. 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 director, and/or 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.

3.3.3. The exercise agreement must outline the program to be followed and the general days and times that it will be accomplished. The types of exercise programs which qualify for approval include working out in a gym, structured aerobics, brisk walking, running, bicycling, swimming, hiking, or playing team sports such as basketball, wallyball, racquetball, etc.

3.4. Exercise time is not cumulative. Time not used during the week cannot be carried over into another week.

3.5. Revocation. 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.

3.5.1. 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.

3.5.2. 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.

4. Procedure

4.1. Only full-time employees with benefits are authorized to participate in this program.

4.2. 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.

4.3. 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.

4.4. 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. Department Directors are encouraged to provide flexible scheduling and opportunities for employees to attend such programs.

Davis Applied Technology College

Employee Exercise and Health Activity Agreement

The DATC grants permission to _____ to participate in an exercise work release program to promote the health and physical well-being of the employee.

Employee's Printed Name

General Provisions

This exercise work release program is governed by the provisions of College Campus policy on Exercise and Health Activity. The 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 competent authority.

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 department director should special circumstances warrant such action. One-half hour per day for a maximum of three days per week can be used as a part of this program. The typical days and times in which the undersigned employee anticipates exercising are:

Day 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 the DATC 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

Director Initials
V.P. Initials
HR Date Received: _____

Placed in Employee File: _____