

EMPLOYER NAME

ADMINISTRATIVE WORKOUT/EXERCISE PROGRAM

REVISED: **MONTH, YEAR**

In order to promote our vision, the Human Resources Department has approved an Administrative Exercise Program. This program has been established to allow employees the opportunity to work flexible schedules and increase job satisfaction and improve their physical wellbeing. Our Goal is to increase staff wellness, department morale and provide a balance between personal health and career.

The policy is as follows:

- All participants are mandated to attend the Exercise Task Force meetings should the meetings become active. The task force will meet as needed with management, clerical and line staff to address any issues that develop.
- All participants are required to have supervisor approval along with a representative from the Human Resources Department.
- Each participant must sign a participation slip, signed by their individual supervisor. By signing the participation slip, the employee recognizes that the 30 minutes of exercise time taken each day must be spent for exercise only. Any employee found to violate this policy may be subject to disciplinary action, regarding falsification of their time sheets.
- Employees participating in the Exercise Program must use the 30 minutes during their regularly scheduled work hours. Approved exercise hours must not extend past 4:30 pm on Fridays. Your exercise time must be connected to your normal work day. However, the last 30 minutes of the work day may not be used as your exercise time. If exercising upon arrival to work, employees must first check in to their work station. Participants must have a minimum 8-hour in-office work day in order to use the exercise policy.
- All normal essential job functions must be met by the participating employee. It is important that the employee does their best to ensure that there are no coverage issues.
- The participating employee must document their exercise time in the comments section on their weekly timesheet. (Example: Comments... "Exercised on 1/4, 1/5, and 1/6 for .5 hours").
- If at any time an employee decides that he/she no longer wishes to participate in the exercise program, they must notify their supervisor immediately. They will no longer be able to flex the 30 minutes of exercise time on their time sheet. Their participation slip will be revoked. Violations on their time sheet are subject to disciplinary action.
- All participants must have a consistent work schedule with the exception of unplanned work-related commitments. Participants may also be required, per their Supervisor, to revert their schedule to an 8am-5pm work day to accommodate mandatory Department activities.
- Participants in the exercise program must realize that this is currently a pilot program only. Permanency of the program will depend on employee compliance and management approval.

- A maximum of 30 minutes of exercise time may be taken for each work day that the employee participates in the Exercise Program.
- The 30 minutes of exercise time each day is in lieu of the other two 15-minute breaks; therefore, any one employee cannot take 30 minutes of exercise time AND participate in the break time activities.
- All participants will take alternative exercise time off to ensure that no more than three individuals per team are scheduled off at the same time unless otherwise approved by the team's supervisor.
- The following contract is established for those working the Exercise Program schedules. The contract includes this policy and a proposed schedule. The undersigned participant, Supervisor, and the Human Resources representative must approve the contract.
- Failure to comply with the policy will result in termination of the privilege of taking 30 minutes of exercise time for each day of the employee's work day schedule, to participate in an Exercise Program.

Name: _____

Proposed Schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
_____	_____	_____	_____	_____

Approved By:

Supervisor: _____ Date: _____

HR Officer: _____ Date: _____