

# Davis Technical College

## Exercise and Health Activity Policy and Procedures

**Effective Date: 26 October 2017**

Board Approval: 26 March 2009

Board Approval: 28 February 2013

Revised Board Approval: 25 June 2015

Revised Employee Input Team Approval: 11 October 2017

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### 1. Purpose

The Davis Technical College (College) 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

#### 2.1. Davis Technical College Employee Hours of Work Policy

### 3. Policy

**3.1. General** - The College 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 only occur 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, wally-ball, racquetball, etc.

**3.4.** Exercise time is not cumulative. Time not used during the week cannot be carried over into another week. Exercise time cannot be used on the same day, in combination with sick, vacation, comp-time, or any other paid leave time. Exercise time cannot be added on days when an employee works their full scheduled day.

**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 (40 hours per week) salaried employees 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.