Official Policies and Procedures of the Utah State Office of Education and the Utah State Office of Rehabilitation	
Effective/Revision Date: 05/2010	**Page:** 1
Policy Title: Employee Exercise Policy	
Purpose: The purpose of the Employee Exercise policy is to encourage employees to develop and maintain healthy lifestyles	

POLICY

Through the Healthy Utah Program, employees are encouraged to develop and maintain healthy lifestyles. At the discretion of the supervisor, benefitted employees may be granted up to one-and-one-half hours each workweek for exercising with the following conditions:

- No more than one-half hour (30 minutes) up to three days each workweek will be allowed.
- Time taken must occur between 11:00 a.m. and 2:00 p.m.
- The exercise time is to be taken in conjunction with lunch time (time to exercise, shower, and eat).
- Supervisors must approve employees' schedules.
- Exercise time is not cumulative. Time not used one day cannot be carried to the next day.
- Supervisors may revoke the exercise time allowed employees if it is abused, used for purposes other than exercising, or based on workload coverage
- Authorization to participate in this program may be revoked or modified if the provisions of the program are violated or if it interferes with the employee's ability to accomplish work assignments.
- Employees shall participate at their own risk and agree to hold DHRM and the State of Utah harmless.

Procedure

Employee will read and sign the Exercise Release Program Agreement. Employee will obtain signature on form from supervisor, the supervisor will retain a copy of the form. Termination or modification of this agreement by either party shall be documented by the employee's supervisor.

State Office of Education
Exercise Release Program Agreement

Employee Name:		**EIN:**	

The Utah State Office of Education grants permission to this employee to participate in an exercise program to promote the physical well-being of the employee.

General Provisions

The provisions of the USOE Exercise Release Program policy govern this exercise program. 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 departmental policy; or,

b. the program is canceled or otherwise determined to be unauthorized by competent authority.

Exercise Schedule

The days and times in which the undersigned employee anticipates exercising are:

1.	Day of the Week:		Time:	
2.	Day of the Week:		Time:	
3.	Day of the Week:		Time:	

One-half hour per day for a maximum of three days per week can be used as a part of this program. Exercise periods cannot be used to shorten the workday.

Following is a brief description of the employee's intended exercise program:

Agreement termination or modification date:

Certification and Authorization

By signing, I certify that I understand and agree to all terms and conditions of the department's Exercise Release Program as addressed in departmental policy and on this agreement form.

Employee Signature:		Date:	
Supervisor Signature:		Date:	