



DEPARTMENT OF ADMINISTRATIVE SERVICES  
INTERNAL POLICIES AND PROCEDURES

## 130 Exercise and Health Activity

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**Effective:** June 13, 2014  
**Revised:** April 11, 2018

**References:** Governor, State of Utah Memorandum dated 30 August 1993

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### **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 physical exercise and health improvement of at least 30 minutes of continuous physical exercise per session.
2. DAS employees may participate in an approved program of compensated exercise release time. Approval for exercise time must be documented and acknowledged annually each June with DAS Form F130A, *Exercise and Health Activity Application*, a copy of which should be kept in the employee's Utah Performance Management (UPM) plan. Exercise agreements are subject to the following guidelines:
  - a. Compensated exercise release time for employees with four ten-hour schedules shall be limited to 30 minutes a day for a maximum of two days per week; Compensated release time for employees with five eight-hour schedules shall be limited to 30 minutes a day for maximum of three days per week;
  - b. The release time shall take place immediately adjacent to the employee's lunch period. Exceptions of this must be authorized by the division director should special circumstances warrant such action. The justification for granting the exception must be entered into the UPM;
  - c. The anticipated program must include physical exercise.
  - d. Employees are encouraged to seek medical advice regarding the type and vigor of their proposed exercise prior to the beginning of a program. Working out in a gym, structured aerobics, walking, jogging, or bicycling are examples of the types of exercise programs which qualify for approval;



- e. 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;
  - f. Exercise release time is not cumulative. Time not used during the week cannot be carried over into another week;
  - g. Authorization to participate in this program shall be revoked if the provisions of this policy 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. Policy violations may result in disciplinary action;
  - h. Authorization to participate in this program shall be revoked if it interferes with an employee's ability to accomplish work assignments in a timely and accurate manner;
  - i. Authorization to participate in this program shall be revoked if the employee is placed on a Performance Improvement Plan (PIP), but may be reauthorized after successful completion of the PIP.
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.
  6. Employees assume all risks associated with participating in the department's exercise program. Injuries incurred during the release time will not be considered a work related injury for purposes of workers' compensation benefits.
  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.