

**HR 480 – Employee Exercise.****Purpose:**

The purpose of this policy is to promote the general physical ~~and emotional~~ well-being of Court employees by establishing an opportunity for employees to participate in an exercise program which will:

- A. ~~Improve the overall health and well-being of employees~~ Be one part of a more comprehensive wellness program for court employees;
- B. Encourage a personal commitment among employees to adopt healthy activities as a permanent lifestyle;
- C. Help reduce stress and the risk of cardiovascular disease factors in employees;
- D. Improve productivity in the workplace, which will benefit both the Court and the employees;
- E. Promote employee job satisfaction, and
- F. Attract and retain quality employees.

**Scope:**

This policy establishes guidelines and procedures for an employee interested in starting or maintaining an exercise program.

This policy applies to all court employees.

**Policy and Procedure:****1. General**

- 1.1. Full-time employees are eligible for the option of using 30 compensated minutes a day for up to three days per week during their scheduled work hours to participate in an exercise program.
  - 1.1.1. Employees working a 4/10 work schedule have the option of 30 compensated minutes a day for up to two days per week.
  - 1.1.2. Employees working a 4/9 and a 4 work schedule have the option of 30 compensated minutes a day for up to two days per week.
  - 1.1.3. Part time employees working 30 hours per week have the option of 30 compensated minutes a day for up to two days per week.
  - 1.1.4. Part time employees working 20 hours per week have the option of 30 compensated minutes for one day a week.

31 1.2. This time is for an appropriate exercise program promoting physical fitness and is not  
32 intended to provide extra time for personal matters ~~other than physical fitness~~  
33 ~~exercise that consists of 30 consecutive minutes of cardiovascular, strength training,~~  
34 ~~or conditioning.~~

35 1.3. Employees, with the approval of their supervisor, may use the 30 minutes in  
36 conjunction with their scheduled lunch hour.

37 1.3.1. Supervisors may ~~not~~ authorize employees to use the 30 minute period at the  
38 start of the workday to delay arrival, ~~not or~~ at the end of the workday to allow  
39 early departure if the supervisor determines that the late arrival or early  
40 departure works better than a lunch time exercise program after considering  
41 the employee's individual circumstances and the needs of the court in  
42 maintaining operations.

43 1.3.2. Participating employees who have been authorized to work from home on  
44 one or more days of the week may receive supervisor approval to designate  
45 exercise time during days on which the employee is scheduled to work from  
46 home.

47 1.4. Exercise time is not cumulative (that is, exercise time not used during the week  
48 cannot be carried over into any subsequent day or week).

49 1.5. Exercise time should not result in the accrual of excess hours.

50 2. Guidelines

51 2.1. Participation in the exercise program is neither an employee right nor a guaranteed  
52 benefit.

53 2.2. Exercise time must be pre-approved by the employee's immediate supervisor to  
54 ensure that normal operations will be maintained.

55 2.3. Authorization to participate in this program may be revoked if it interferes with the  
56 employee's ability to accomplish work assignments in a timely and accurate manner.

57 2.4. Employees are encouraged to consult with their health care provider to ensure they  
58 are physically capable of participating in this exercise program.

59 2.5. Employees participating in this program do so at their own risk. The Courts are not  
60 responsible for any and all injuries, illnesses, and other consequences suffered by  
61 the employee while participating in this program.

62 2.6. Authorization to participate in this program shall be revoked if the provisions of this  
63 policy are violated. This includes repeated violation of the basic intent of the program

which is to adopt a regular program of exercise. Policy violations may result in disciplinary action.

- 2.7. Authorization to participate in this program shall be revoked if the employee is subject to disciplinary action or placed on a Performance Improvement Plan (PIP), but may be reauthorized after successful completion of the PIP.

3. Procedures

3.1. An employee requests approval from the supervisor to participate in this program.

3.2. An employee approved to participate in this program completes the "Utah Courts Employee Fitness Agreement" and secures the signature of the supervisor.

3.3. An employee approved for participation in this program records exercise time as hours worked in ESS.

**UTAH COURTS**  
**EMPLOYEE FITNESS AGREEMENT**

In accordance with HR 480 – Employee Exercise Policy, the employee listed below agrees to comply with the policy and participate in an appropriate exercise program promoting physical fitness that is not intended to provide extra time for personal matters other than physical fitness exercise that consists of 30 consecutive minutes of cardiovascular, strength training, or conditioning.

**Employee Name** *(please print)*: \_\_\_\_\_ **District**: \_\_\_\_\_

The following time schedule will be observed:

Days: \_\_\_\_\_

Times: \_\_\_\_\_

I will spend my time exercising at the following location(s):  
*(i.e., courthouse, private gym, outside, etc.)*

**Note:** any modifications to the schedule stated above must be coordinated with and approved by your supervisor.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Effective May/November 1, 20*\_\_\_\_