

04-09. Exercise Release Time and Healthy Utah

Internal Policies and Procedures of the Utah State Board of Education
Policy # 04-09
Subject: Exercise Release Time and Healthy Utah
Effective Date: 10/6/2010 Revision Dates: 4/30/2018
Purpose: To encourage USBE employees to develop and maintain healthy lifestyles.
Policy: A benefitted USBE employee is eligible for exercise release time within the work day, and additional hours to participate in the Healthy Utah program, in order to maintain a healthy lifestyle. This program is neither an employee right nor a guaranteed benefit.
References: Healthy Utah Program https://www.pehp.org/healthyutah

Procedures:

- A supervisor may grant an eligible USBE employee exercise release time, 30 minutes a day, three times per week, in conjunction with a lunch or break period.
 - This benefit is pro-rated proportionately for part-time benefitted USBE employees.
- The employee and the employee's supervisor shall sign the USBE Exercise Release Time Agreement form and included in the employee's UPM file.
 - In considering a request, a supervisor shall ensure that normal office operations are maintained, and may not authorize employees to use the 30 minute period at the start of the workday to delay arrival nor at the end of the workday thus allowing them to leave early.
 - Authorization to participate in this program may be revoked if the provisions of the program are violated or if it interferes with the employee's ability to accomplish work assignments.
 - Termination or modification of an employee's exercise release time benefit, by either party, shall be documented as an attachment in the employee's UPM file.
- Exercise release time is not cumulative, and time not used during the week may not be carried over into another week.
- A USBE employee participating in the exercise release time program shall record exercise time as hours worked on their State of Utah Bi-Weekly Time Sheet.
- To ensure the USBE does not incur unnecessary overtime costs, participation in this program shall be suspended on weeks when an employee is required to work overtime.
- Workload demands may cause this program to be suspended either for a specific period of time or indefinitely.
- A USBE employee participating in exercise release time does so at the employee's own risk. The Utah State Board of Education is not responsible for any and all injuries,

illnesses, and other consequences suffered by the employee participating in this program. Employees are encouraged to consult with their personal physician to ensure they are physically capable of participating in this physical fitness program.

- Injuries or illnesses occurring to employees during exercise time may not be considered as on-the-job injuries for the purpose of Worker's Compensation.
- In addition to the lunch-hour exercise release time, a USBE employee participating in the Healthy Utah program may use an additional three hours of administrative leave each fiscal year to participate in Healthy Utah events, such as testing sessions, wellness seminars, or personal health sessions.
- Supervisors at USBE should be aware of the state's Healthy Utah program, the lunch-hour exercise release time, and the additional three-hour release time for Healthy Utah events, and encourage staff to utilize them, as staff schedules allow.