

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICES
INDIAN HEALTH SERVICES

BEMIDJI AREA INDIAN HEALTH SERVICES CIRCULAR NO. 04-03

BEMIDJI AREA EXERCISE POLICY

Section:

1. Purpose
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1. Purpose: The purpose of this policy is to identify the procedures and requirements that will be utilized by the Bemidji Area Office (BAO) staff to access duty hours for exercise or fitness activity.
2. Background: In the past, employees were encouraged to utilize their personal time to exercise. The Agency has placed a greater emphasis on preventive health and fitness, and exercise plays a significant role in enhancing our overall wellness. This policy serves to define what level of duty hours may be used by employees for personal fitness.
3. Policy: It is the policy of the BAO to encourage exercise and fitness. This policy will allow for the use of limited duty hours for employee exercise and fitness.
4. Procedures:

A. Allotted Time

Each employee may be allotted up to one-half (1/2) hour per day, three (3) days per week (maximum), for exercise. This time may be utilized at the normal morning break period, the afternoon break period, or as an extension of the lunch period.

B. Exercise Activities

The allotted time must be used for normal exercise/fitness activity. This may include walking, running, yoga, swimming, aerobics, skiing (during the season), or as a member of a fitness or exercise center. The time should be used for activities that enhance or improve the overall fitness of the employee.

C. Use of Time

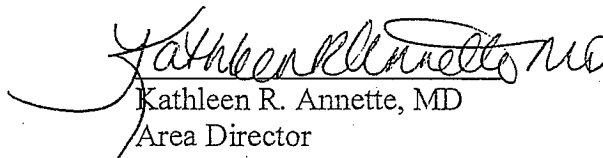
The duty time allotted for exercise **cannot** be accumulated or carried over from day to day or week to week. The employee will not be able to accumulate more than one-half (1/2) hour per day three (3) times a week in any given work week. If for

example, the employee is on travel status or unable to make use of their time in a given week, then the employee cannot carry it over to the next week and access one (1) hour for three (3) days. The time allotted must be used for exercise or fitness related activity and shall not be granted for non-exercise related activity.

5. Responsibility:

1. SUPERVISOR: The supervisor of the employee(s) is responsible for monitoring and verifying the proper use of the exercise time allotted. Together with their employee(s), they are responsible for insuring that the selected activity meets the normally accepted definition of exercise or fitness activity and that the employee is complying with the time requirement of this policy (Procedure A). The supervisor shall work with the employee(s) to develop a mutually agreeable method for verifying the use of the exercise time.
2. EMPLOYEE: The employee is responsible for informing and coordinating with their supervisor the allotted times and dates they wish to access for exercise. The employee(s) is also responsible for the proper use of the time allotted. The employee(s) will be required to utilize the agreed upon method of verifying their use of the allotted time.

Effective Date: This circular is effective on the date of signature by the Bemidji Area Director, IHS.

 5/18/2004
Kathleen R. Annette, MD Date
Area Director
Bemidji Area Indian Health Service