



ADMINISTRATIVE
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U.S. DEPARTMENT OF EDUCATION

DEPARTMENTAL DIRECTIVE

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Distribution:
All U.S. Department of Education employees

Approved by: _____/s/_____
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Assistant Secretary
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Employee Participation in Fitness Activities

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For technical information regarding this directive, please contact Pauline Scott via [e-mail](#) or on 202-260-8977.

I. Purpose

This directive encourages U.S. Department of Education (ED) employees to participate in physical fitness activities and establishes guidelines on the use of ED-sponsored health facilities and the participation in fitness activities.

II. Policy

It is ED's policy to carry out a health service program to promote and maintain the physical and mental fitness of its employees. ED also provides, within the resources available, physical fitness programs and facilities for employees to maintain a healthy physical condition.

ED encourages employees to participate in physical fitness activities during non-duty hours and to make use of the ED-sponsored fitness facilities to help them meet their fitness goals.

In conjunction with the work requirements of the office, employees should work with their supervisors to consider schedule options for fitness activities including the use of credit hours. All employees participating in fitness activities are required to adhere to their authorized work schedules. The Personnel Management Instruction 610-3 and the Collective Bargaining Agreement Article 40 state that employees cannot extend their lunch periods and make the additional break time up at the end of the day

III. Authorization

Title 5, U.S.C. Section 7901, authorizes Executive Branch agencies to establish within the limits of appropriations available, health programs that promote and maintain the physical and mental fitness of Federal employees.

IV. Applicability

This directive applies to all ED employees.

V. Responsibilities

- A. The **Assistant Secretary for Management or his/her designee** establishes overall policy for ED's physical fitness program .
- B. The **Director for Management Services (MS)** within the Office of Management (OM) coordinates and implements the policies, procedures, and requirements for ED's physical fitness program.

- C. **Managers and supervisors** are responsible for approving or disapproving work schedules and/or credit hours.
- D. **Employees** who use ED-sponsored fitness facilities must:
 - 1. Comply with the rules, regulations, requirements and policies established by ED management and the staff of any fitness facility they utilize;
 - 2. Comply with the medical examination requirements of the facility; and
 - 3. Be responsible for any fees connected with these activities.

These responsibilities do not apply to employees using private fitness or health facilities.

- E. The **MS Fitness Coordinator** coordinates ED's physical fitness program and serves as the liaison between ED management, fitness center members, and fitness center staff. The Fitness Coordinator maintains membership rosters and ensures that ED employees comply with the rules, regulations, procedures, medical clearance requirements, and financial obligations established by ED management and fitness facility management.

VI. General Information

For general information and a listing of fitness centers available, refer to connectED: Click on Employee Information, then click on Health and Fitness.

VII. Medical Screening Requirements

Members must comply with the medical requirements specified by the fitness facility before they can participate in any activity. This enables fitness center staff to assess the applicant's physical condition and to prescribe an individual employee fitness program. Employees are responsible for any medical expenses incurred in meeting the fitness center's medical requirements.