

Staff Exercise Time Program Agreement

The Staff Exercise Time Program provides staff time to exercise on a regular basis. Non-exempt (hourly) staff are able to combine break times (15 minutes every four hours) with their lunch time to exercise. Program participants will be set up with an automatic one-hour lunch in TimeClock. Breaks are not recorded in TimeClock, but participating employees are able to use some or all of that break time each day for exercise, with supervisor approval.

Supervisors are encouraged as much as possible to work with their staff members who want to participate in the program while still maintaining office coverage. Staff will need to arrange their exercise time in advance to make certain all office responsibilities are covered.

Staff may use the Student Recreation Center or the University's Natatorium for this exercise program. Staff may not use this program to leave the campus to exercise elsewhere. If a staff member prefers walking/running around campus instead of walking/running in the Student Recreation Center, this is also allowed.

The Staff Exercise Time Program should not be used to extend the employee's lunch period for any purpose other than exercise. Staff members who abuse the use of this program may lose this privilege.

By signing below, the employee agrees to abide by the rules of the Staff Exercise Time Program as outlined above. By signing below, the supervisor agrees to allow the employee to participate in the program based on the schedule determined between the supervisor and the employee.

Employee Name (Please print)

Department/Office

Employee Signature

Date

Supervisor Signature

Date