

EXERCISE RELEASE TIME POLICY

SLT 4.2

Date of Last Update:

April 20, 2013

Approved By:

- Senior Leadership Team

Responsible Office:

Human Resources

POLICY STATEMENT

Faculty and staff well being is valued at GVSU. Physical activity is a vital component to wellbeing and GVSU strives to increase the ability for faculty and staff to take time to fit physical activity into their day. The exercise release time policy reflects University's mission by providing opportunities for faculty and staff to maintain optimal health and capacity to educate students. The policy supports university values, specifically sustainability and effective teaching. The concept of sustainability includes modeling a lifestyle of healthy living through active living, which this policy supports.

Supporting physical activity through the exercise release time policy also has the ability to create more positive interactions between faculty, staff and students in and outside of the classroom. The policy provides opportunities for physical activity during the workday encouraging and promoting health risk reduction. It has been shown that physical activity increases attentiveness, reduces stress and biochemical functions such as blood pressure and glucose levels. A healthier faculty and staff population with fewer health risks can increase the number of positive interactions between faculty, staff and students through improved attentiveness, reduced stress and more.

PROCEDURES

Upon supervisor approval, GVSU staff may utilize up to two (2) 30 minute time periods a week to allow time to freshen up from, or in preparation for, a fitness class or individual workout. Pending schedules and workload, up to two additional 30-minute time periods may be permitted. This time can be added to the beginning of the workday, added to the lunch period, or to the days end and is inclusive of travel time if needed (i.e. to the Field house or

YMCA for a class). Days and times to utilize this policy may be determined with the help of a written agreement between the supervisor and staff member. The release time may be divided into time prior to or after the indicated workout period. For further information contact the Health and Wellness Coordinator at 331-2215.

FAQ's

Q: I want to participate in a spinning class over the noon hour what does this mean?

A: It means you can use up to an additional 30 minutes after the spinning program ends to continue stretching and cool down, freshen up and return to work. The same would be true for an exercise class right before work. Remember that you need to review and have this approved by your supervisor.

Q: Is this a new policy?

A: This policy is not a new policy but a restatement of a prior one regarding fitness classes.

Q: I work on the downtown campus, does this policy apply to classes offered at the YMCA or other nearby clubs?

A: Yes. This applies to scheduled classes offered off the GVSU campus.

Q: If I miss a week of release time, can I make up the time during a following week?

A: No. Exercise release time cannot be accumulated or traded in day to day or week to week.

Q: How do I request exercise release time?

A: **Employee Affiliation:** AP Staff, MCS/COT Staff, Security Staff

First Step:

- Notify your supervisor and obtain approval for exercise release time.
- Request to use exercise release time should be in writing unless verbal request is accepted by the supervisor. An optional form is provided in the policy.

Upon Approval:

- Supervisor and staff member continue to communicate and review staff use of the policy monthly. Changes are made if necessary.
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