

U.S. Army Corps of Engineers (USACE)
FITNESS AND HEALTH PROGRAM POLICY

The proponent agency is CEHR.

Appendix A

USACE Health and Fitness Participant Agreement

USACE is fully committed to promoting and supporting the physical and mental fitness of all employees. Many leading causes of illness and death may be prevented through early detection, health education, and physical exercise. A fitness and health program is a step in the right direction to improve the overall health of our workforce. To sustain mission productivity, we seek to help all team members achieve and maintain optimal health and wellness.

Full Name (Last, First, Middle)

(1) Subject to governing law, regulation, and policy, Civilian employees may be eligible for up to 3 hours of administrative leave per week (no more than 1 hour per day and no more than 80 hours in a calendar year) to participate in a command-sponsored fitness and health promotion program, including physical fitness activities, preventive health events, education on health promotion topics (such as nutrition and exercise principles), and any other activities covered by the program.

Note: The 80- hour cap on the use of administrative leave in a calendar year is inclusive of all types of administrative leave, not just administrative leave used for fitness and health promotion.

- (2) If authorized and approved, the employee's participation in the Fitness and Health Program will be reviewed on at least a bi-annual basis or otherwise determined by USACE Commanders or a duly appointed representative.
- (3) Employee participation in the program is voluntary.
- (4) Participation in the program is not an entitlement and is subject to approval by supervisory officials. The program does not create an employee right or benefit, substantive or procedural, enforceable at law by a party to litigation with the United States.
- (5) By signing this participation agreement, Employees are self-certifying that they are not aware of any medical conditions or limitations that would put them at risk of injury or illness while participating in the program.
- (6) Appropriated funds are prohibited for organizational memberships at commercial or municipal fitness facilities for civilians.
- (7) Physical fitness activities must be specifically targeted at improving fitness levels or body conditioning.
- (8) Employees, supervisors, and time and attendance certifiers must ensure that fitness periods are accounted for by entering in the appropriate administrative leave codes in CEFMS Time and Attendance, which is T&A type code "LN" with env/haz/other code of "PF."
- (9) Specific times for participation will be dictated by mission requirements and approved in advance. Supervisors will retain authority to schedule and assign work and will carefully balance mission requirements, workload, and personnel availability when authorizing fitness periods under this policy.
- (10) Available installation or on-site fitness facilities should be used to the maximum extent practicable. Fitness periods include the time used for changing clothes, showering, and travel to and from the exercise location.
- (11) Authorized fitness periods may be combined with regularly scheduled lunch periods with supervisory approval.
- (12) Employees cannot accumulate fitness periods and carry them over to the next day or week; to exceed the limitations described above.
- (13) Commanders and supervisors must maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.
- (14) An employee may be asked to return to the office or cancel scheduled USACE Fitness and Health Program activity for operational reasons. Normally, an employee will be notified of such change in advance, but sometimes advance notice is not possible in unforeseen circumstances or emergencies.

Employee's Responsibilities	Supervisor/Approving Authority's Responsibilities
<ul style="list-style-type: none"> • Employees must report to their supervisors before and after each authorized fitness period. • Except as provided for and approved under this policy, employees shall use non-duty time when participating in health and fitness activities. • Notify the agency of any change in your program status and/or work schedule • Shall enter in the appropriate administrative leave codes in CEFMS Time and Attendance when the time has been approved. • Adhere to an established work schedule • Adhere to the Health and Fitness Program requirements • Perform, successfully, the assigned duties listed in your position description • Observe all workplace rules • Must complete a Wellness Program Agreement in order to participate in the USACE Fitness and Health Program. 	<ul style="list-style-type: none"> • Evaluate each employee's requests for flexi-schedules and annual leave for personal health and fitness activities. A supervisor's evaluation should ensure there is no negative impact on mission accomplishment or effectiveness. • Complete a Wellness Program Agreement with each participating employee • Verify enrollment and eligibility for continued participation in the Program • Ensure participation in the fitness will in no way result in overtime • Maintain accountability over employees participating in the program and are responsible for ensuring compliance with program participation requirements.

Employee's Name	Date	Employee's Signature
Supervisor/Approving Authority's Name	Date	Supervisor/Approving Authority's Signature