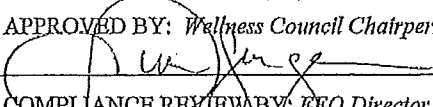
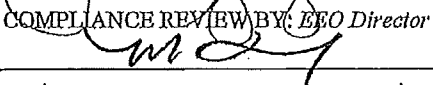
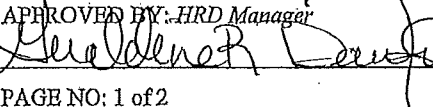
 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Exercise At Work	ORIGINATION DATE: 09-5-17 REVISION DATE: 10/19/2017 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Wellness Council Chairperson</i> 	DATE: 10/19/2017
DEPARTMENT: All	COMPLIANCE REVIEW BY: <i>EEO Director</i> 	DATE: 10/19/2017
DIVISION: All	APPROVED BY: <i>HRD Manager</i> 	DATE: 10/23/17
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1.0 PURPOSE

- 1.1 To provide standards and procedures for the utilization of Paid Physical Activity Time (PAT) as it relates to Exercise at Work Strategy Resolution, BC 03-08-17-D.

2.0 DEFINITIONS

- 2.1 Full Time Status: Employees categorized as Full Time Status regardless of the type of status (i.e. Regular, Temporary, Contracted, etc..).
- 2.2 Paid PAT: Paid time off to engage in physical activity either on or off the work site.
 - 2.2.1 Paid PAT is handled similar to Parental time, Blood Donation time, and voting time.
- 2.3 Physical Activity: Forms of movement produced by skeletal muscles resulting in energy expenditure above resting levels.
 - 2.3.1 Physical activity broadly encompasses exercise, sports, and physical activities done as part of daily living, occupation, leisure, and active transportation.
 - 2.3.2 Examples of physical activity include but are not limited to: Walking, cycling, resistance exercises, stretching exercises designed for flexibility, aerobic exercises, yoga, etc.

3.0 WORK STANDARDS / PROCEDURES

- 3.1 Full Time Status employees, with supervisory approval, may use up to a maximum of thirty (30) minutes of paid time off per day, to engage in physical activity either on or off the work site.
 - 3.1.1 The thirty (30) minutes of time can be in a single thirty (30) minute period or incrementally throughout an employee's shift.
 - 3.1.2 The thirty (30) minutes of paid physical activity does not accrue or carry over from one day to another.

- 3.2 Supervisors have full discretion in determining whether to authorize paid PAT.
 - 3.2.1 Supervisors shall not authorize any employee to use paid PAT:
 - 3.2.1.1 During any week in which that employee may be earning overtime, or
 - 3.2.1.2 When doing so would interfere with the business of the Nation.
- 3.3 Paid PAT is considered paid time off and not work time.
 - 3.3.1 Supervisors must enter paid PAT in Kronos in accordance with Time and Attendance standards.
 - 3.3.2 Paid PAT is not eligible for overtime.
 - 3.3.2.1 Supervisors should ensure that their employees do not exceed forty (40) hours in a work week, as a result of authorizing paid PAT.
 - 3.3.2.1.1 If an employee does exceed forty (40) hours in a work week as a result of paid PAT, the paid PAT is paid at straight time.
- 3.4 Supervisors may allow flexibility during the workday for employees to engage in physical activity.
- 3.5 Other than paid PAT, flexibility options may include, but are not limited to:
 - 3.5.1 Flex time
 - 3.5.2 Modified work schedules
 - 3.5.3 Unpaid time.
 - 3.5.3.1 *Note:* In accordance with the Timekeeping Work Standards and Procedures, for a break to be considered an unpaid break it must be at least thirty (30) minutes of uninterrupted time.
 - 3.5.4 Vacation and/or Personal time
- 3.6 Departments should establish work standards/procedures that identify the utilization of paid PAT.
 - 3.6.1 For example: The Human Resources Department (HRD) could establish a work standard/procedure that governs how all HRD employees will request and utilize paid PAT.

Procedures

- 3.7 Employee submits a written request to their supervisor to utilize paid PAT.
- 3.8 Supervisor approves and/or denies the use of paid PAT.
 - 3.8.1 If approved, the supervisor:
 - 3.8.1.1 Documents the paid PAT in Kronos, utilizing the procedures outlined in the Exercise at Work Training Manual.
 - 3.8.1.2 Monitors employee's time, ensuring they do not exceed forty (40) hours in a work week.

4.0 REFERENCES

- 4.1 BC Resolution 03-08-17-D Exercise At Work Strategy
- 4.2 - Exercise at Work Training Manual

5.0 FORMS

- 5.1 Time Off Request Form