

 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Exercise at Work</p>	<p>ORIGINATION DATE: 09-05-17 REVISION DATE: 02-12-24 EFFECTIVE DATE: After last signature</p>
<p>AUTHOR: Human Resources Dept.</p>	<p>APPROVED BY: Wellness Council Member <i>Title & Signature</i></p>	<p>DATE:</p>
<p>DEPARTMENT: All</p>	<p>REVIEWED BY: <i>EEO Director</i></p>	<p>DATE</p>
<p>DIVISION: All</p>	<p>APPROVED BY: <i>Executive HR Director</i></p>	<p>DATE:</p>
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1.0 PURPOSE

- 1.1 To provide standards and procedures for the utilization of paid Physical Activity (Exercise at Work) time 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 Exercise at Work Time: Paid time off to engage in physical activity either on or off the worksite.
 - 2.2.1 Paid Exercise at Work time 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 Exercise at Work time.
 - 3.2.1 Supervisors shall not authorize any employee to use Exercise at Work time:
 - 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 Exercise at Work time is considered paid time off and not work time.
 - 3.3.1 Supervisors must enter paid Exercise at Work time in the current time keeping system in accordance with Time and Attendance standards.
 - 3.3.2 Paid Exercise at Work time 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 Exercise at Work time.
 - 3.3.2.1.1 If an employee does exceed forty (40) hours in a work week as a result of paid Exercise at Work time, the paid Exercise at Work time 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 Exercise at Work time, flexibility option 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 Exercise at Work time.
 - 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 Exercise at Work time.

Procedures

- 3.7 Employee submits a Time Off Request in the current time keeping system, to utilize paid Exercise at Work time.
- 3.8 Supervisor approves or denies the use of paid Exercise at Work time.
 - 3.8.1 If approved, the supervisor:
 - 3.8.1.1 Documents the paid Exercise at Work time in the current time keeping system, 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 work week.

4.0 REFERENCES

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