

# Arkansas State University - Jonesboro

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**Effective Date: 01/04/2005**

**Number: 07-22**

**Section: Human Resources**

**Subject: Release Time for Fitness Purposes**

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ASU employees may make use of a three (3) hour per week release time benefit for physical fitness purposes. This program is year round benefit and is available to fulltime, benefited employees. This benefit may not be used in conjunction with the educational benefit. Employees who wish to make use of this benefit should see their supervisor.

By utilizing the release time benefit, ASU employees agree to the following:

1. Supervisors work with employees and set a time for their fitness activities that is beneficial to both the employee and the office. Employees and supervisors must have an understanding that fitness release time is limited to active participation in a physical fitness activity and is not to be used for any other purpose.
2. Supervisors are not required to keep a record of employee release time. All employees who want to participate should be considered trustworthy. Supervisors who choose to document their employee's release time may do so at their discretion.
3. If a supervisor determines that an employee is abusing this benefit, the supervisor can terminate the employee's participation for the term in the same manner that he or she would for abusing classroom participation.
4. Any injury that may occur during an employee's release time, as a result of participation in activities, or in transit to and from the activities, is not incurred in the course and scope of employment, or in the coming to or going from employment, and is therefore not covered by workers' compensation. By participating in the release time benefit, an employee personally accepts the responsibility of personal injury or property damage.

The following guidelines apply to any ASU employees who make use of the 3 hour per week release time benefit for physical fitness purposes. This program is a 12 month benefit and is intended for fulltime, benefited employees. This benefit may not be used in conjunction with the education benefit. If you wish to make use of this benefit, please see your supervisor.

By utilizing the release time benefit, ASU employees agree to the following:

1. Supervisors work with employees and set a time for their fitness activities that is beneficial to both the employee and the office. Employees and supervisors must have an understanding that this time is for physical fitness and not just getting extra time off.

2. All employees who want to participate should input their release time in Employee Self Service using the Wellness Release Time earning. All employees should be considered trustworthy.
3. If a supervisor finds solid evidence that an employee is abusing this benefit, the supervisor can terminate the employee's participation for the term in the same manner that he or she would for abusing classroom participation.
4. Any injury that may occur during an employee's release time, as a result of participation in activities or in transit to and from the activities, is not covered by worker's compensation. By participating in the release time benefit, an employee personally accepts the responsibility of injury.

**Please remember that employee use of this procedure is based on supervisor discretion.**

Reviewed on 05/31/13.