



# City of Somerville

## Physical Activity Flex Time Policy

### 2013



#### **PURPOSE:**

To promote a healthier work environment and encourage increased physical activity among City employees by establishing a flexible work schedule policy to allow employees to participate in physical activities during the work week.

#### **Who is Eligible?**

Full-time Non-Union Employees

#### **What is Physical Activity Flex Time?**

In order to allow employees to take part in physical activity during the work week, the City encourages employees to use lunch breaks for physical activity. However, understanding that it can often be difficult to complete an entire physical activity program during the allotted lunch time, employees may request the use of flextime for an approved physical activity program. Time for the physical activity program will include travel to and from the program, changing, the actual program and showering if necessary.

Flex time is defined as beginning one's work day earlier than the standard work day, working later than the standard work day, or taking a shorter lunch period to make up for the time used to participate in the physical activity program during the standard work day. Prior to flexing time, a written arrangement must be made between department head and employee regarding when the time will be made up.

#### **Eligible Activities**

Physical activity programs such as structured aerobics, walking, jogging, swimming, and bicycling, weight control programs, walking school bus supervision, yoga, and boot camp are examples of programs that qualify for approval. However, other activities may be approved. Department heads are encouraged to contact the Personnel Department if there is some concern regarding the appropriateness of activities for which approval is requested.

Flex time should not exceed more than 30 minutes per day or 90 minutes per week and should occur on a regular schedule to the extent possible (example: lunch time Monday, Wednesday and Friday).

#### **Procedures**

Prior to taking flex time, the employee must submit a written request to his/her department head for approval (see attached form) at least one week prior to taking time. The time for this activity shall be determined by an agreement between the employee and his/her department head. Staff requesting flex time are expected to work with the department head to ensure that department needs are met and the impact to the department minimized. Department heads may take into consideration busy times of day and year when determining whether to grant a specific request and may also weigh the requests of the department as a whole in order to ensure office coverage throughout standard works hours.

An employee's disciplinary record within the prior year may be taken into account in determining whether flextime will be granted. Supervisors may revoke flex time at any time due to disciplinary actions.

Renewal or continuation of approval to participate in physical activities subject to this policy shall be reviewed quarterly by the employee and the supervisor.



## Employee Request for Physical Activity Flex Time

In accordance with the City of Somerville Physical Activity Flextime Policy, I request permission to participate in the following health improvement program.

Physical Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time:

From: \_\_\_\_\_ To: \_\_\_\_\_

Revised Schedule to Make up for Flextime: \_\_\_\_\_

**All terms of the City of Somerville Physical Activity Flextime Policy will be followed.**

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**Approved:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Form must be submitted to Personnel at least one week prior to flextime use.**