

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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May 1, 2009

Bill Ritter, Jr.  
Governor

**Policy Title:** Physical Fitness

H. Michael Edwards  
Major General  
The Adjutant General

**Effective Date:** 01 May 2009

**Summary:** Provides Policy on Using Work Time for Physical Fitness Activities

**Applicability:** All State Employees of DMVA

**Staff Proponent:** Human Resources

**Supersedes:** 01 February 2002

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**A. Purpose:** To ensure the continued health of DMVA State employees, this policy is provided as a benefit that underscores Military & Veterans Affairs commitment toward employee physical fitness and overall health and well-being as well as assisting our State employees in achieving a healthy work/life balance.

**B. Background:** Federal military counterparts are expected to maintain a rigorous physical fitness program to ensure optimum health. They are permitted duty time to engage in physical fitness endeavors. To remain committed to a healthy workforce, DMVA extends a comparable benefit to State employees.

**C. Definitions:** Physical fitness is defined as any activity that promotes health such as walking, running, strength building, exercise, yoga, or aerobics. Included is the use of exercise equipment/machines.

**D. Policy:** State employees may be allowed up to three (3) hours per week to engage in physical fitness activities during work time, provided supervisor approval is gained in advance and work load allows. This time may be used throughout the course of a week in increments of no more than one hour, including changing clothes, showering, etc.

Activities shall include walking, running, strength building, use of available exercise equipment, etc. It does not include team sports, games (such as basketball, volleyball, and the like), or to attend off-site activities at private fitness clubs and organized programs.

The fitness activity should commence and end at the work site. Engaging in the activity outside of the work site is not permitted. Scheduling physical fitness activities as a means to deviate from work, socialize with others, extend lunch hours or breaks, leave work early, or to engage in a non-fitness activity is not permitted and is considered a violation of this policy.

All activities are to be considered voluntary, and **will not** be covered under the State's worker's compensation program.

This voluntary activity is a privilege not a right, and should be viewed as such. It is only applicable if work load permits. Employees must gain pre-approval from supervisors for the use of time as well as the specific time of day to be used toward physical fitness. Supervisors have the right to reject/suspend/cancel/revoke this privilege if it interferes with work requirements, if employee does not adhere to agreed upon fitness schedule, if employee abuses privilege (fitness time is longer than agreed or fitness time does not include physical activity, etc.), or if employee does not follow the provisions contained within this policy. Supervisors are encouraged to practice flexibility that will allow employees to participate to the extent possible.

**Official:**

H. Michael Edwards  
The Adjutant General

**Distribution:** DMVA Staff Proponents  
DMVA Website