

RULE 18

RUN/WALK/SWIM FITNESS PROGRAM

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RULE 18 - RUN/WALK/SWIM FITNESS PROGRAM

18.1 Purpose:

To establish a program that will encourage and promote the physical well being of employees in order to improve job performance and enhance quality of life.

18.2 Definitions:

A voluntary physical fitness program that encourages employees to participate in ongoing aerobic training, and provides semi-annual testing as a measurement of aerobic fitness, with incentives for employees whose performance falls within acceptable levels.

18.3 Policy:

It is the policy of the City of Sarasota to promote the physical well being of employees by encouraging voluntary participation in the Run/Walk/Swim Fitness Program.

18.4 Program Goals and Objectives:

A. The goals of the Run/Walk/Swim Fitness Program include the following:

- (1) To improve the physical wellness of employees;
- (2) To improve employee morale;
- (3) To improve job performance; and
- (4) To reduce time lost due to employee illness.

B. The Run/Walk/Swim Fitness Program will establish reasonable objectives by which these goals can be met, and will include the following measures:

- (1) Employee orientation on the Run/Walk/Swim Fitness Program;
- (2) Educational and training measures as a means to positively encourage employee participation in the program;
- (3) Instructional materials and clinics on wellness and fitness;
- (4) Ongoing program review and evaluation; and
- (5) The rewarding of employees with incentives for reaching acceptable performance levels.

18.5 Program Organization and Structure:

A. The Run/Walk/Swim Fitness Program will be a function assigned to the Risk Management Office.

18.6 Participation Requirements

- A. All full-time permanent general employees are invited and encouraged to participate in the Run/Walk/Swim Fitness Program. Based on their performance level, they may qualify to receive up to a maximum of three (3) Fitness Leave days per test, based on a semi-annual testing schedule in May and November. Fitness Leave days shall be used within 12 (twelve) months of the date of accrual. (See Rule 18.8 - Run/Walk/Swim Power Tests.)
- B. Part-time and temporary employees are invited to participate in the program, however, will not be eligible to receive Fitness Leave days. Probationary employees may earn Fitness Leave days, but may not use them until satisfactorily completing their probationary period. If an employee resigns or is terminated during their probationary period, there shall be no compensation paid for Fitness Leave earned. (See Rule 11.8E. Resignation.)
- C. Employees who wish to participate in the Run/Walk/Swim Fitness Program must obtain the written approval of a physician to participate in strenuous physical fitness activities.
- D. The completed Authorization Form (which includes Physician Signature and signed Participant Waiver), must be turned in to the Risk Manager prior to participation in the aerobics test. (See page 18-5 for the Authorization for Participation in the Run/Walk/Swim Fitness Program Form.)
- E. Once the employee is approved for participation in the program, it will not be necessary to complete a new Authorization Form each time the aerobics test is offered, provided that the employee participates continuously each time the test is offered. Employees who have participated in the past, but who miss one testing opportunity will be required to submit a new Authorization Form to renew participation.
- F. Employees qualified to earn Fitness Leave days based on performance are eligible for the following compensated leave:
 - (1) Employees performing within the "EXCELLENT" category will receive three (3) Fitness Leave days off.
 - (2) Employees performing within the "GOOD" category will receive two (2) Fitness Leave days off.
 - (3) Employees performing within the "FAIR" category will receive one (1) Fitness Leave day off.

18.7 Accumulation of Run/Walk/Swim Fitness Program Leave:

Compensation derived as a result of the Run/Walk/Swim Fitness Program must be used within twelve (12) months of the date of accrual, as directed by the employee's Department Head. When deemed to be essential to the City or when an employee cannot be spared from his duties during the requested Fitness Leave period, his Run/Walk/Swim Fitness Leave may be carried over for up to ninety (90) days, or as designated by the City Manager or City Auditor and Clerk for their respective employees, upon the request of the Department Head, the recommendation of the

Director of Human Resources, and the approval of the City Manager or City Auditor and Clerk for their respective employees.

18.8 RUN/WALK/SWIMPOWERTESTS

The following times are currently in effect for each of the events approved and listed as part of the City of Sarasota's Run/Walk/Swim Fitness Program. Times are displayed in (MINUTES:SECONDS), and reflect the MAXIMUM time allowed for each performance category and age group.

1.5 MILE RUN

<u>MALE</u>	20-29	30-39	40-49	50-59	60+
EXCELLENT	10:15	10:47	11:44	12:51	13:53
GOOD	11:41	12:20	13:14	14:24	15:29
FAIR	12:51	13:36	14:29	15:26	16:43
<u>FEMALE</u>	20-29	30-39	40-49	50-59	60+
EXCELLENT	12:51	13:43	14:31	15:57	16:20
GOOD	14:24	15:08	15:57	16:58	17:46
FAIR	15:26	15:57	16:58	17:54	18:44

3 MILE WALK

<u>MALE</u>	20-29	30-39	40-49	50-59	60+
EXCELLENT	34:00	35:00	36:30	39:00	41:00
GOOD	38:30	40:00	42:00	45:00	48:00
FAIR	42:00	44:30	47:00	50:00	54:00
<u>FEMALE</u>	20-29	30-39	40-49	50-59	60+
EXCELLENT	36:00	37:30	39:00	42:00	45:00
GOOD	40:30	42:00	44:00	47:00	51:00
FAIR	44:00	46:30	49:00	52:00	57:00

SWIMMING

(Minimum yards to covered in 12 minutes)

<u>MALE</u>	20-29	30-39	40-49	50-59	60+
EXCELLENT	700	650	600	550	500
GOOD	600	550	500	450	400
FAIR	500	450	400	350	300
<u>FEMALE</u>					
EXCELLENT	600	550	500	450	400
GOOD	500	450	400	350	300
FAIR	400	350	300	250	200

**AUTHORIZATION FOR PARTICIPATION
IN THE RUN/WALK/SWIM FITNESS PROGRAM**

The Run/Walk/Swim Fitness Program is a voluntary physical fitness program that encourages employees to participate in ongoing aerobics training, and provides semi-annual testing as a measurement of aerobic fitness, with incentives for employees whose performance falls within acceptable levels.

Participants may choose a 3 mile walk, a 1.5 mile run, or a 12 minute swim. Run/Walk times, and Swim distances are adjusted for age and sex, and define performance levels for the categories of Excellent, Good, and Fair. Fitness Leave days off may be earned by employees who successfully perform in one of these three categories.

PHYSICIAN AUTHORIZATION

Participant Name _____ SS No. _____
(Print)

To the Physician:

This authorization simply indicates that, to the best of your knowledge, the undersigned employee has no significant medical condition that is clearly evident, or that has been brought to your attention, which would prohibit the undersigned employee from participating in strenuous physical exercise and aerobic testing.

(Physician Signature)

(Date)

PARTICIPANT WAIVER

(This waiver will remain in effect as long as the employee is eligible to participate.)

I consider myself adequately trained to participate in the Run/Walk/Swim Fitness Program, and do hereby release the City of Sarasota, its officers, agents, volunteers and employees, and the above-listed Physician from any liability for injury or illness suffered by me in connection with my participation in this voluntary program. If I should suffer such injury or illness, I authorize Program Officials to use their discretion to have me transported to a medical facility for treatment.

(Participant Signature)

(Date)