

## **University of Houston-Clear Lake Employee Fitness Program**

Effective October 1, 2005, there are two great ways to earn time off to improve your fitness! Join your fellow workers in becoming healthier and feeling great.

### **Plan 1:**

- Earn up to 3 hours paid time off per week to exercise at the Fitness Zone or other on-campus exercise (ie. Yoga or walking on campus).
- Advanced scheduling and supervisor approval required. Time away from the workplace cannot interfere with any business process. Employee will not be allowed more than 3 hours of release time per week, including College Release Time, ESL, and GED. Some restrictions may apply.
- Must have a paid membership to the Fitness Zone.
- Earn prizes and incentives based on the amount of time spent in activities.

### **Plan 2:**

- Earn up to 3 hours paid time off per week to exercise on, or off-campus.
- Advanced scheduling and supervisor approval required. Time away from the workplace cannot interfere with any business process. Employee will not be allowed more than 3 hours of release time per week, including College Release Time, ESL, and GED. Some restrictions may apply.
- Membership to the Fitness Zone NOT required. \$15.00 fee per semester to participate in the program paid in the Student Life Office.
- Earn prizes and incentives based on the amount of time spent in activities.

### **All participants in the program must:**

- Obtain approval to participate from your supervisor by completing the Staff Fitness Release Time Application.
- Application form must be signed by employee's supervisor and a representative from the Fitness Zone before turning it into the Office of Human Resources along with a copy of your fee receipt.
- New member to the Fitness Zone will be required to complete a registration packet.
- If you are a member of the Fitness Zone, you will be required to sign in each time you use the facility or participate in on-campus activity.
- All participants in the program will be required to log your activity on a form provided and return this monthly to the Office of Human Resources.
- Document the number of hours on your timesheet.
- Continued participation in the program will be contingent on completing an occasional survey administered by the Office of Human Resources.

