



STATE OF WEST VIRGINIA
MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

March 1, 2022

MEMORANDUM FOR: All WV Military Authority Employees and Supervisors

SUBJECT: Use of Official Time for Voluntary Physical Training (PT) Activities

1. This policy is applicable to all permanent employees of the WV Military Authority.
2. Goals: The goals of the WVMA's voluntary physical training program are to:
 - a. Promote good health and encourage employees to exercise regularly, thereby, producing a healthier, happier workforce;
 - b. Encourage regular physical fitness activities for our employees.
 - c. Decrease the use of sick leave; and
 - d. Improve individual and group productivity.
3. Guidelines: All employees will be provided an opportunity to further their physical fitness during duty hours under the conditions prescribed in this memorandum. Program guidelines are as follows:
 - a. Participation must be voluntary and approved by the supervisor. No employee will be required to participate in a fitness program, nor will any reprisals be taken against an employee for participation or non-participation.
 - b. Mission requirements/accomplishment will always be the prime consideration when participating in the PT program. The mission of the WVMA continues to have priority over any PT exercise scheduled. Supervisors may temporarily suspend exercise schedules to accommodate any conflicting mission requirements.
 - c. The maximum amount of time allocated for physical fitness will not exceed three one-hour periods per week for non-military members and five one-hour periods per week for active military members. In no instance will anyone be granted more than one hour per day of work time for a personal fitness program. Additional time is not allowed for activities such as changing clothes, warm-ups, cool-down, showers, and travel to/from the worksite. The time authorized for PT begins when the employee begins preparation for PT and ends when the employee returns to the worksite. Time for any "missed" periods will not be cumulative and rolled over to the next week.
 - d. Time allocated for physical fitness of part-time employees shall be granted in proportion to hours worked.



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e. Temporary employees are not eligible to participate in the physical training program.

f. Official exercise activity must be conducted during each employees scheduled duty hours. All exercise activities must begin and end at the employee's worksite.

g. Typical PT programs which are aerobic in nature and will achieve the desired results include running, rapid walking, bicycling, treadmills, stair climbers, or aerobic classes and strength/toning activities such as resistance training and weightlifting. When choosing PT activities, employees must carefully consider the terrain, traffic, and safety when selecting their routes. Safety must be a primary consideration when participating in any PT program and each employee must be knowledgeable of his/her individual health and physical limitations.

Employees may participate in the following activities as a part of the PT Program:

- Running/Walking
- Push-ups/Sit-ups and any similar exercises intended to improve muscle tone, strength, muscular and cardiovascular endurance
- Aerobics and other similar activities
- Bicycling/Spinning
- Weight lifting

h. Contact sports, such as Martial Arts and Kickboxing, are NOT permitted in this program. The risk of incidental injury from competitive contact outweighs any health benefit which may be derived. Requests for exceptions will be considered on a case-by-case basis by Human Resources and require Director approval.

i. As a general rule, team sports are prohibited. Group competition encourages participants to push performance beyond their level of conditioning, endurance, and state of health. The activities listed below are considered team sports and are thereby prohibited:

- Volleyball
- Basketball
- Football
- Soccer
- Baseball/Softball

Requests for exceptions will be considered on a case-by-case basis by Human Resources and require Director approval.

j. All employees participating in the physical fitness program will sign out at the beginning of the exercise period and sign back in at the end of the fitness period. This means that you must be at the worksite during your normal duty hours to sign in and return back to the worksite at the completion of the PT exercise (again during normal duty hours) to sign back in. You cannot sign out to do PT for the last work hour of the day and sign back in the following workday. Remember, you must sign back in at the worksite at the completion of the PT. The sign outsheets is enclosed and will be maintained at the employee's worksite for a period of two years.

k. All PT schedules must be approved by the supervisor prior to the employee's



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participation. Supervisors have the authority and the responsibility to cancel an approved physical training request based on current mission requirements or workload.

l. Employees are authorized to use commercial or public facilities at their own expense (base gyms, health clubs, etc.) with the approval of their immediate supervisor. Commuting time will not exceed 10 minutes from their assigned worksite. Employee must return to worksite location after completion of activity. Use of state or government vehicles to travel to a commercial or public site is not authorized. Employees are not authorized to perform PT at a private residence during normal duty hours.

m. Compliance with this policy is mandatory to ensure coverage under the workers compensation program. Noncompliance with this policy may affect an employee's claim in the case of an injury. Injuries which occur during non-duty time, to include lunch periods, may not be covered by workers compensation.

4. Employees are to use approved PT time exclusively for physical training activities, and only for such activities that have been authorized and approved. Supervisors will monitor the employee's compliance with this policy. Abusers of this program may cause the privilege to be revoked and could also be subject to disciplinary/adverse action. Supervisors who do not enforce the requirements in this policy are also subject to disciplinary or adverse action. Supervisors may require an employee with a known or suspected injury to provide medical certification prior to continued participation in the program.

5. Human Resources is appointed the Office of Primary Responsibility for this program. Any questions regarding the interpretation of this policy should be directed to Human Resources 304-561-6313. The Military Authority reserves the right to modify, amend, or terminate the program at any time.

A handwritten signature in black ink that reads "Phillip R. Cantrell".

Phillip R. Cantrell
Director
West Virginia Military Authority

Encls

