



**Arkansas Department of Military**  
Cabinet Secretary - Brigadier General Olen Chad Bridges,  
The Adjutant General

**Policy Title:** Employee Physical Fitness Program

**Policy Number:** 5

**Authority:** Ark. Code Ann. § 12-61-106.

**Effective Date:** April 15, 2024

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**I. PURPOSE:**

The Employee Physical Fitness Program is designed to support a Healthy Arkansas initiative by assisting and encouraging state employees to be physically active. Regular engagement in physical fitness activities by state employees benefits the State of Arkansas by creating a healthier state work force, decreasing the use of sick leave, and increasing overall employee productivity and satisfaction.

This policy provides guidance for administration of the use of official time in the physical fitness program.

**II. POLICY:**

Employees of the Department of the Military (DOTM) may be granted up to three hours per 40-hour work week to participate in an approved physical fitness program during normal business hours. With approval of a supervisor, an employee may use any part of his or her workday to participate in the program without having to take personal leave. Participation in the program cannot exceed one hour a day or more than three days a week.

Whether combined with the lunch period, taken at the end of the workday, or any other time of the workday, the hour will begin and end at the worksite. Break periods may not be combined to provide longer periods.

DOTM mission accomplishment remains the primary goal. There may be times where DOTM requirements or deadlines may necessitate disapproval by the supervisor of employee participation in the physical fitness program. Employees and supervisors must use good judgment to ensure a prudent balance of employee participation in the physical fitness program while still ensuring the needs of the DOTM are met.

**III. PARTICIPATION ELIGIBILITY:**

All state employees of the DOTM are provided the opportunity to utilize the physical fitness

program under the conditions prescribed in this policy. Participation in the physical fitness opportunity program is voluntary and must be approved by the employee's supervisor. Before starting this program, participants should seek their doctor's advice on an appropriate fitness program to meet personal goals.

#### **IV. PARTICIPATION APPROVAL:**

DOTM employees wishing to participate in the Employee Physical Fitness Program will coordinate their time away from the workplace for physical fitness training with their immediate supervisor or other designated manager. It is the responsibility of the supervisor or manager to always ensure adequate mission coverage during normal duty hours. The supervisor or manager may require an employee to select an alternate time for participation in the physical fitness program on any day or time when the workload or mission coverage requires the employee's presence.

#### **V. PARTICIPATION ACTIVITIES:**

Physical fitness programs should be developed to meet the needs of the individual, with activities selected that will ensure successful progression to a healthier lifestyle. To assist in the effort, the following program activities may be implemented:

- a. Jogging, running, or walking;
- b. Programs incorporating Nautilus-type equipment or other weight training; or
- c. Cycling and/or calisthenics

This program does not allow participation in organized or unorganized sports or athletics (i.e., basketball, volleyball, golf, etc.).

#### **VI. WORKERS COMPENSATION:**

Injury or death of a state employee is only covered if the employee is performing work-related duties at the time of the injury or death. Activities performed while participating in the Employee Physical Fitness Program are not considered duty related. Each state employee participating in the program must sign an acknowledgement statement to verify his or her understanding of this provision. The signed statement must be forwarded through the employee's immediate supervisor to the DOTM Human Resources department for inclusion in the official personnel file prior to the employee's participation in the program. It is the responsibility of the employee's supervisor to ensure that the employee complies with this requirement.

#### **VII. PROGRAM ABUSE:**

This program is not an employee entitlement. It is a privilege and is provided as an incentive to assist employees in maintaining a level of physical fitness that will contribute to overall good health. It is not intended to provide all the time necessary to maintain a complete physical fitness program. Nor is it provided to allow employees time off for non-physical fitness related activities. Employees who abuse the program will have their privilege to participate in the program revoked and will be subject to disciplinary action, up to and including termination of employment.