



State Records Center and Archives
New Mexico Commission of Public Records

SERIES: Human Resources (SRCA 400)

NUMBER: SRCA-412

TITLE: Physical Fitness Program

PURPOSE: The purpose of this policy is to support SRCA employees in pursuing a healthy lifestyle.

SCOPE: This policy applies to all commission of public records – state records center and archives employees.

DEFINITIONS:

“Administrative leave” means leave not accrued by the employee and approved by the director of the agency.

“Modified work schedule” means a work schedule other than 8:00 AM 12:00 Noon and 1:00 PM to 5:00 PM or an approved schedule under the policy defining working hours.

“Physical fitness activities” means approved physical fitness activities include but for the purpose of this policy are not limited to: aerobic activities, such as; brisk walking, jogging, swimming, bicycling, and aerobic exercise/dance; flexibility and/or muscular strength activities such as; calisthenics exercises, yoga, water exercise, and recreational sports such as; tennis, volleyball, softball, and racquetball.

“Physical fitness schedule” means a planned and fixed schedule for participating in defined physical fitness activities.

“SRCA” means the New Mexico Commission of Public Records - State Records Center and Archives.

A. GENERAL PROVISIONS: It is the policy of the agency to allow staff to establish a work schedule that includes up to three one-half hour periods of work time per week for physical fitness activities, although no more than one half-hour fitness period may be taken during any one day. This may be accomplished through a modified work schedule or through administrative leave granted specifically for participation in a physical fitness program. Incumbents may not use physical fitness periods for other personal business.

B. MODIFIED WORK SCHEDULE: Any employee may request a modified work schedule that results in adding one half-hour period to the lunch hour, three times per week for physical fitness activities, but still results in an eight-hour workday.

C. QUALIFICATION TO PARTICIPATE: Participation in the physical fitness program is limited to employees who have completed their probationary period (see 1.7.2 NMAC).

D. PHYSICAL FITNESS CONTRACT: A physical fitness contract must be completed and approved if an employee is to be absent from their workstation for this purpose. The appropriate Division Director must approve a physical fitness contract that identifies the physical fitness schedule and activities

for the period. SRC Form 95-05, as revised, is the prescribed contract to be used for this purpose. If administrative leave is requested, the State Records Administrator must approve the contract prior to implementation.

Supervisors are not required to consider a physical fitness contract request more frequently than every 90 days for any incumbent. However, physical fitness contracts may be modified at any time provided all the provisions above are fulfilled and provided the incumbent's supervisor agrees to consider and evaluate a new contract.

At no time does the existence of a completed and signed physical fitness contract supersede the needs of the agency or the assignments and responsibilities of the incumbent's position. Physical fitness activities must defer to work activities in all cases.

The incumbent is responsible for notifying their supervisor and the Program Coordinator should they cease to engage, on a regular basis, in the physical fitness activities at the times, days, and location specified in the physical fitness contract.

E. VIOLATION OF POLICY: Abuse of the use of physical fitness periods will result in immediate termination of the Physical Fitness Contract followed by written reprimand and possible disciplinary action.

F. WAIVER: Any request for waiver from this policy must be submitted, in writing, to the State Records Administrator, and must provide compelling reasons for deviating from this policy.

[New 7/17/00; renumbered and amended 3/7/2014]

APPROVED:



John Hyrum Martinez
State Records Administrator

EFFECTIVE DATE:

March 7, 2014