


 <p style="text-align: center;">CITY OF VERNON EMPLOYEE FITNESS CENTER USE POLICY</p>	<p style="text-align: center;">ADMINISTRATIVE POLICY MANUAL</p> <p style="text-align: center;">Section 1.5 – Miscellaneous</p>
	<p>Approval: </p> <p style="text-align: center;">City Administrator</p>
<p>Effective Date: September 5, 2017</p>	<p>Responsible Department:</p> <p>City Administration Department</p>

PURPOSE:

The City of Vernon provides an Employee Fitness Center for use by all regular full and part-time employees. The purpose of this policy is to establish guidelines for use of the City of Vernon Employee Fitness Center.

POLICY:

1. All employees are required to complete a liability waiver and facility orientation prior to being authorized to use the fitness center. Contact City Administration at ext. 224 to set up an appointment for a fitness center orientation.
2. Only current employees of the City of Vernon are eligible to use the Employee Fitness Center. Guests are not permitted in the facility at any time.
3. The Employee Fitness Center will be open Monday through Thursday, excluding City-observed holidays, from 5:00 a.m. to 7:30 p.m.
4. The use of the Employee Fitness Center is considered non-working time. Employees may use the fitness center prior to or after work and during approved break and lunch periods.
5. Access is by Employee ID card which will be coded for entry upon completion of a fitness center orientation and receipt of a signed participant waiver. The City is not responsible for any injury or accident occurring in the facility or during use of the facility including use of the shower area. The City is not responsible for any lost, damaged, or stolen items left in the shower area or brought into the workout area.
6. SAFETY FIRST! Contact your health care provider prior to using the facility for advice on types of exercises that are appropriate for you. Also, contact your health care provider for advice on when to return to exercise following any injury or illness.
7. There is a 20-minute limit on all cardiovascular equipment (bicycles, ellipticals, and treadmills) when others are waiting. Fitness equipment should be wiped down after each use.

8. Proper workout attire must be worn. Employees should not use the facility while in regular work attire. Examples of proper attire include gym shorts, yoga pants, sweat pants, tee shirts, tank tops, and athletic shoes. Shower facilities are available in the locker rooms. Employees who return to work after using the fitness center should do so in their normal work attire.
9. Employees utilizing the fitness center should discard of any litter, return equipment to its proper location, and power down electronics and lighting (if last employee in facility).
10. Food is not allowed in the fitness center. Beverages must be in sealed spill-proof containers.
11. For security purposes, the Employee Fitness Center contains recorded video surveillance.
12. Report all damaged or faulty equipment immediately to City Administration.
13. The City reserves the right to suspend or deny access to the Employee Fitness Center for an employee's failure to follow the established use policy without due process or right of appeal.

ACKNOWLEDGEMENT:

Employee must sign and date below to indicate they have received and understood the information detailed within this policy.

Employee Signature

Date