

MEMORANDUM OF AGREEMENT

On Civilian Physical Fitness and Wellness Activities

1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this Memorandum of Agreement regarding physical fitness as it applies to bargaining unit members covered by the Master Labor Agreement (MLA) between the parties.

2. In accordance with the AFMC civilian fitness and wellness initiatives, Air Force full and part-time civilian employees will be allowed to voluntarily participate in physical fitness and wellness programs. Fitness activities suitable for excused absence should address cardiovascular/aerobic endurance, muscular strength, endurance, flexibility and body composition. Wellness program activities include AFMC Civilian Health Promotion Services (CHPS) offered at each AFMC installation. These services include, but are not limited to, an annual physical health assessment, health education classes for nutrition, exercise, stress and weight management, and tobacco cessation. Full-time employees will be excused with no charge to leave, for up to 3 hours (recommend 1 hour minimum to 1½ maximum per session) per week, for these activities. However, the supervisor may make the ultimate determination as far as the minimum and maximum per session. Use of time for fitness/wellness activities by part-time employees should be pro-rated to correspond with the number of hours worked per pay period, applying the following formula:

- Number of hours worked bi-weekly (part-time schedule) divided by 80 hours (full-time schedule) = % of (maximum 3 hours per week) time allowed for part-time employees
- Example 1: part-time employee working 32 hours per week/64 hours per pay period
 $64 / 80 = 80\%$ 80% of 3 hours per week = 2.4 hours per week,
Rounded to the nearest timekeeping increment (15 minutes/.25 hrs) = 2.5 hrs/week
- Example 2: part time employee working 24 hours per week/48 hours per pay period
 $48 / 80 = 60\%$ 60% of 3 hours per week = 1.8 hours per week,
Rounded to the nearest timekeeping increment (15 minutes/.25 hrs) = 1.75 hrs/week

3. Unused periods cannot be banked and carried over to the next week. Periods used per week include time for changing clothes, showering, and travel to/from the fitness/wellness program location. On base facilities should be utilized. However, alternate arrangements may be worked at the local level for employees located off the installation. Fitness/wellness periods can be combined with authorized breaks or in conjunction with the regularly scheduled lunch period.

4. Employee must initiate a request sheet to the first level supervisor containing the doctor's certificate from his/her primary care provider/physician certifying which physical fitness activities are permitted and there exists no limiting physical conditions unless otherwise noted on

the doctor's certificate (Atch). The request form is not necessary for participation solely in wellness activities, but is required for participation in fitness activities. Request sheets must be filed in the employee's Supervisory Record (AF Form 971). Individuals serving in Performance Improvement Periods (PIP) or identified with sick leave abuse (IAW MLA 24.03) are ineligible to participate in the program. Exceptions may be granted by management for wellness activities if/when appropriate. Scheduling for participation in the fitness/wellness program must be accomplished through the employee's first level supervisor. However, participation for short periods of time may be disallowed by the Wing CC/Director or two digit staff director during periods of mandatory overtime. This disallowance provision, in the preceding sentence, could be satisfied by any CC/Director where they are a direct report to the Center CC. Management also has the option to establish specific/structured times for participation at the local level; however, approval authority will be no lower than the Squadron CC/Director. Management may revoke participation privileges if abuse is identified.


5. Employee must maintain a diary of all fitness activity goals and progress. Employee must provide time keeper and/or supervisor with information necessary to appropriately code timesheets for excused absence ("LX") along with remark "Physical Fitness/Wellness." Usage of the LX code will be reviewed 1 year from the signing of this agreement to determine its effectiveness in tracking usage of excused absence for Fitness/Wellness activities.

6. In the spirit of partnership, the Union and Management agree to keep each other informed and to work together to address unforeseen issues that may arise over compliance with this MOA. Either party may open this agreement for clarification or modification by written notice to the other party no sooner than thirty days prior to the anniversary date of the agreement. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the Parties if concerns cannot be cooperatively resolved.

NOTE:

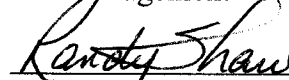
This agreement supersedes MOA, Physical Fitness, signed Jan/Feb 06

For the Union

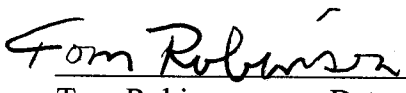
 30 APR 2009

Scott Blanch Date
President, AFGE Council 214

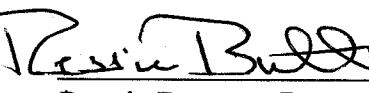
For Management

 30 Apr 09

Randy Shaw Date
Chief, Employee/Labor Relations

 4/30/09

Tom Robinson Date
Executive Assistant, AFGE Council 214

 30 APR 09

Reggie Butts Date
Employee/Labor Relations Specialist

Attachments

1. Request Sheet/Doctor's Certificate
2. Frequently Asked Questions, 30 April 2009