

Organizational Policy

WORKOUT FACILITY/WELLNESS ACTIVITY PARTICIPATION

Purpose

The City of Rochester values the health and wellness of its employees and offers voluntary wellness related activities, along with workout facilities for voluntary use. This policy outlines the guidelines, responsibilities and rules for all City of Rochester employees to ensure the effective and safe use of city-provided resources, including but not limited to facilities, equipment and services.

This policy applies to all active employees of the City of Rochester, including full-time, part-time and temporary staff.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Scope

The City has invested in workout facilities for City of Rochester employees and has incorporated wellness programming, which includes wellness related activities such as pickleball, ice skating, fitness classes, etc. The use of the workout facilities and participation in wellness activities is voluntary and time spent participating in activities or using workout facilities is considered off-duty. Employees are prohibited from using workout facilities or participating in wellness activities during work time, with the exception of licensed Police Officers and Firefighters, employed by the Rochester Police or Fire Department in a position that requires licensure. Employees actively working toward licensure may be approved to participate during work hours if approved by the City Administrator, or designee. If on-duty workouts result in overtime for any eligible public safety personnel, the privilege of exercising while on duty will be revoked to help control overtime costs and maintain operational efficiency.

The City is not liable for injuries sustained during voluntary facility use or participation in voluntary wellness related activities, nor is the City liable for the loss of personal belongings. Employees assume all risks and responsibilities.

Eligibility

City-owned workout facilities are accessible to approved benefit-eligible employees only. Non-employees and guests are prohibited from using the facilities. Non-benefit eligible employees, volunteers and contractors are excluded from using the City-owned workout facilities unless specifically approved by the City Administrator, or designee.

Benefit-eligible employees wishing to voluntarily use the City-owned workout facilities must acknowledge understanding and agreement to this policy and complete the Workout Facility Use and Acknowledgement Form before being granted access to the workout facilities.

City sponsored wellness related activities are accessible to approved employees only, unless otherwise approved and noted in the event or activity information. Participation in wellness related activities is not limited to benefit-eligible employees.

Employees who are on a medical leave of absence, are out on sick leave or are covered under a light duty work agreement, must obtain written physician approval prior to using the workout facilities or participating in any physical fitness related wellness activities.

Facility and Equipment Use

City-owned workout facilities operate 24/7/365 unless otherwise noted. Employees using the facilities must:

- Use the facilities on a voluntary basis and outside of work hours
- Use the workout equipment as intended, no horse play will be allowed
- Respect others that may be using the facilities
- Use proper headphones and minimize noise
- Help maintain the equipment by cleaning equipment after each use
- Report any unsafe conditions or equipment issues
- Wear appropriate workout attire
- Properly secure personal belongings
- Understand personal limitations and consult with their physician before starting any new activities

Workout facilities may have security cameras in use for the purpose of employee and facility safety.

Non-compliance with the expectations outlined in this policy, including misuse of equipment or creating unsafe conditions, may result in employee access being revoked and/or disciplinary action.

Reporting

Equipment issues should be reported through a Facilities Request.

Policy revisions approved by City Administrator:



Alison Zelms

11/07/2025

Date

Policy History

Current Revision: 10/2025

Previous Revision(s): N/A

Associated Form(s)

- Workout Facility Use and Acknowledgement Form
- Facilities Request

The forms associated with this policy can be found on RW - Human Resources – Forms and RW – Facilities Requests