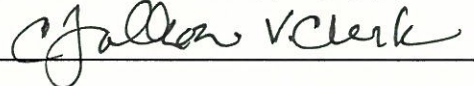


POLICY ID: HR-008		TITLE: <i>Employee Use Of Municipal Facilities – Fitness Center</i>	
<input type="checkbox"/> ORIGINAL <i>Effective Date: 06/11/2007</i>	APPROVED BY VILLAGE BOARD: 		DATE: 02/27/2012
<input checked="" type="checkbox"/> REVISION <i>Effective Date: 03/01/2012</i>			
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
	<input checked="" type="checkbox"/> ELECTED OFFICIALS	<input type="checkbox"/> APPOINTED OFFICIALS	
<i>This policy applies to all Village of Kronenwetter personnel in the categories checked in this section. Provisions within an individual personal employment agreement or in an applicable formal labor agreement between the Village and a certified collective bargaining unit may supersede certain parts of this policy.</i>			

- Only Employees or elected Village officials (no spouses or children) are authorized to use the *Fitness Center* facility.
- Employees may not use the *Fitness Center* during normal work hours including during paid breaks. Use during unpaid lunch breaks is permitted.
- *Fitness Center* users must wear clean and appropriate attire. No open-toed shoes, sandals, boots, or jeans are allowed. Shirts are required.
- No food or drink is allowed except water (no glass containers).
- Users must wipe off equipment after each use.
- Equipment must not be removed from the *Fitness Center* except for repair, replacement, or removal under direction of Director of Public Works.
- Users are responsible for the appearance and cleanliness of the *Fitness Center*.
- When there is a wait list, the time limit on cardiovascular machines is twenty minutes.
- Users must notify the Director of Public Works immediately of any equipment problems.
- The Village of Kronenwetter is not responsible for loss or damage to a user's personal property while using the *Fitness Center*.
- The Village of Kronenwetter is not responsible for injuries to any person while using the *Fitness Center*.
- Prior to using the *Fitness Center*, personnel must complete and sign *HRFRM-xxx Waiver and Release of Liability* acknowledging his/her assumption of all risks of injury or liability and waive and release any rights of recovery. Form will be retained in the employee's personnel file.
- Unauthorized personal training is strictly forbidden and may result in user being barred from the facility.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.