

**BONNEVILLE POWER ADMINISTRATION
HUMAN CAPITAL MANAGEMENT
PORTLAND, OREGON**

PERSONNEL LETTER (PL): 792-4 (Revised)

DATE: September 30, 2008

SUBJECT: BPA Physical Fitness Programs

PURPOSE

This Personnel Letter -

- Describes policy and procedures for provision of employee physical fitness opportunities through on-site facilities and an off-site fitness membership reimbursement program.
- Clarifies employee, manager, and contractor responsibilities for on-site facilities and the off-site reimbursement program.
- Documents management's support for fitness advisory boards at Ross Complex and Portland Headquarters.
- Supersedes Personnel Letter No. 792-4, dated November 1, 2006.

POLICY SUMMARY

- The Bonneville Power Administration (BPA) assists employees in achieving and maintaining good health by providing and supporting access to physical fitness activities at on-site and off-site facilities. Promoting employee fitness supports BPA's mission by attracting and retaining a high quality workforce; reducing costs related to absenteeism, injury, or illness; and supporting a major component to the BPA's family-friendly and wellness initiatives.
- On-site fitness activities must provide a variety of aerobic, strength training, and stretching activities. Off-site fitness activities must be provided by a fitness club or organization that offers aerobic, strength training, and stretching activities.
- BPA supports physical fitness services based upon current employee needs consistent with prudent financial management. The cost of services will be shared between employees and BPA. BPA will provide on-site fitness facilities at the Portland Headquarters and Ross Complex locations and provide a reimbursement program to offset the cost of employees attending off-site facilities.
- No official time is authorized for physical exercise. Use of on-site or off-site fitness facilities during an employee's scheduled hours of duty may only occur with management-approved leave, leave without pay, compensatory time used or credit hours used. BPA expressly limits BPA's liability for injuries caused by or medical conditions exacerbated by participation in fitness programs.
- BPA will support Fitness Advisory Boards at Portland Headquarters and the Ross Complex. Boards will be composed of current on-site fitness members and will advise management on issues for the facility at their location.

I. DEFINITIONS

Individual Fitness Plan (IFP)

A written plan completed by the employee and approved by the employee's manager prior to being reimbursed for off-site fitness activities. The IFP is documented on form BPA F 3792.04e. By signing the IFP, a manager confirms the employee has selected aerobic or strength-training activities that can be reimbursed under this policy. The IFP is required before authorizing reimbursement payments.

II. RESPONSIBILITIES

A. Managers are responsible for:

1. Ensuring that funding is available for off-site services.
2. Maintaining IFP records for employees claiming off-site fitness reimbursement.
3. Submitting reimbursement claims to Payroll for processing.
4. Approving the IFP form.

B. Payroll is responsible for

1. Withholding on-site facilities membership fees.
2. Processing off-site fitness membership reimbursements to employees.
3. Establishing procedures for on-site and off-site fitness transactions.

C. Employees are responsible for

1. Providing evidence from a licensed medical professional, for employees who have identified a serious medical condition, indicating approval to engage in a level of physical activity.
2. Maintaining a current IFP when participating in the reimbursement program.

III. PROVISIONS

A. BPA On-Site Fitness Centers:

1. **Enrollment Eligibility:** Enrollment is open to all BPA Federal employees, Federal student appointees, and on-site contract and concession employees, along with other Federal and non-Federal employees of the Eastside Federal Building Complex and the 1201 Lloyd building. Immediate family members over the age of 18 and Federal retirees of participating agencies are also eligible as long as they can secure security clearance to the fitness sites.
2. **Enrollment Procedure:** Employees must complete form BPA 3792.01 (Fitness Center Membership Application Payroll Deduction (Authorization/Cancellation) and submit to Headquarters or Ross Complex fitness staff. The form is available at both Fitness Centers. This form also authorizes BPA to initiate or terminate payroll

deductions for dues. The Fitness Center operator will bill user fees of all non-BPA members using the current financial system's miscellaneous billing system.

3. **Fees:** BPA uses employee initiation fees and monthly user fees to offset BPA's annual cost of maintaining the Centers.
 - Initiation fees and monthly rates for BPA employees, family members, contractors, retirees, and other Federal employees will be determined after consulting with advisory boards and participating agencies, and satisfying bargaining obligations with unions. Student appointees may delay their initiation payment until such time as they are converted to a career or career conditional appointment.
 - Fitness Center members may start or stop their membership at any time. Members rejoining an on-site fitness center are not required to pay another initiation fee.
4. **Equipment:** Fitness equipment will be provided and maintained in good working order by BPA. HQ and Ross will be provided comparable equipment. Equipment acquisition is the responsibility of the Human Capital Management office.
5. **Lease Authority and Inter-agency Role:** In accordance with General Services Administration (GSA) policy regarding the leasing of central facilities and services in multiple-tenant buildings, BPA will coordinate membership with other Federal Agencies located with the Lloyd Center area. BPA is authorized to lease space from GSA in the 911 NE 11th Federal Complexes as part of the Headquarters Fitness Center.

B. Off-Site Reimbursement:

1. **Eligibility:** Employees stationed outside the Headquarters Building in Portland or the Ross Complex in Vancouver and who are not members of a BPA Fitness Center may enroll in the off-site fitness reimbursement program.
2. **Exceptions:** Employees at Headquarters and the Ross Complex are generally not eligible for the reimbursement program unless they meet one of the following exceptions:

3. Employees with current documentation from a licensed medical practitioner recommending fitness activities that: (a) are not available at an on-site facility; and (b) would improve or maintain a medical condition or physical handicap. Recommended activities must be available at the alternative club or organization cited for reimbursement.
4. Employees in a continuous travel status.
5. Employees who work rotating, evening, or extended shifts, thus precluding reasonable access to the Portland or Ross Fitness Center.
6. On-site members in occasional travel status (less than 30 days) may apply for off-site fitness reimbursement on a travel voucher (an IFP is not required).
7. **Payment Limits:** BPA will reimburse 50% of paid monthly dues up to \$35.00 a month. Club fees paid in annual blocks will be reimbursed quarterly. BPA will reimburse 50% of a paid initiation fee up to a maximum of \$100.00. This fee can again be reimbursed if the employee is reassigned to another duty station. All payments are based on a single person rate and income tax is withheld. State sales tax, locker rental, towel fees, childcare, and parking fees are not reimbursable.
8. **Payment Procedure:** Employees must complete and have their manager approve an Individual Fitness Plan form (BPA F3792.04e). Managers are to maintain documentation of each approved IFP. Payment is initiated when the employee submits a reimbursement form (BPA 3792.05e) to their manager with receipts describing services invoiced and paid. The manager verifies the claim, ensures activities meet the terms of the IFP and is within policy limits, and submits the request to Payroll.
9. **Use of On-site Facilities:** Employees in a travel status with approved IFP's and who are not stationed in the Portland/Vancouver area may access both on-site Fitness Centers without fees by contacting the staff at the Headquarters Fitness Center. Such employees may use Government vehicles when accessing fitness facilities in accordance with BPA Property Manual, Vol.4; paragraph 1.10 D. (2) (e).

IV. SUPPORT SERVICES AND STANDARD OPERATING PROCEDURES FOR BICYCLE COMMUTERS

- A. **Eligibility:** Employees who bicycle as a mode of commuting to work may use Fitness Center shower facilities and designated lockers without charge. A bicycle commuter agreement must be signed which states all conditions and requirements as established by the Fitness Advisory Board for that location. Fitness Center membership is not required.

V. REFERENCES

- Title 5, U.S. Code, Part III, Subpart F, Chapter 79, Section 7901 (Employees, Labor Management and Employee Relations, Services to Employees, Health Services Programs)

Roy B. Fox
Chief Human Capital Officer