

# BPA Human Resources Desk Reference

## BPA Physical Fitness Program

HR Desk Reference: 410-09-01

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# 1. Purpose & Background

The HR Desk Reference implements BPA HR Directive 410-09: Occupational Medical Health and Wellness Related Programs.

## A. Introduction:

1. **HR Governance Model:** This HR Desk Reference is part of a tiered approach to BPA’s Human Resources governance model. The first tier is the BPA Human Resources Policy, which provides broad BPA-wide guidelines and standards for making specific human resources-related decisions and specifies who in BPA is delegated the authority to make them.

The second tier consists of HR Desk References covering more detailed instructions concerning program administration and processes. These second tier documents will be authorized in the “Related HR Desk References” section of the BPA HR Directives when they are published as an extension of a specific HR directive.

The third tier consists of Standard Operating Procedures applicable to a specific business process. Standard Operating Procedures may stand alone or be encompassed in an HR Desk Reference. Note that SOPs are internal group documents and do not impact working conditions or negotiated BPA HR Directives or HR Desk Reference guides.

2. **Design of the HR Desk Reference:** In order to support the overarching guidance contained in the relevant BPA HR Directive, this HR Desk Reference provides a standardized and consistent approach to HCM’s and BPA Management’s administration of the programs and processes contained in this HR Desk Reference.
3. **Using the HR Desk Reference:** Recorded information is an integral part of all business functions at BPA and as such, is an asset of the agency that is handled and managed based upon content and the circumstances surrounding the function. Users of this HR Desk Reference are likely to reference a specific function or procedure rather than reading it in its entirety and it is therefore structured to reflect this type of use.

## B. Purpose/Objectives:

1. Describes policy and procedures for provision of employee physical fitness opportunities through on-site facilities and an off-site fitness membership reimbursement program.
2. Clarifies employee, manager, and contractor responsibilities for on-site facilities and the off-site reimbursement program.
3. Documents management’s support for fitness advisory boards at Ross Complex and Portland Headquarters.

## C. Background:

<b>Organization</b> Integrated Strategy (NHI)	<b>Title</b> BPA Physical Fitness Program	<b>Unique ID</b> 410-09-01		
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1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

## 2. Applicability

- A. Describes policy and procedures for provision of employee physical fitness opportunities through on-site facilities and an off-site fitness membership reimbursement program.
- B. Clarifies employee, manager, and contractor responsibilities for on-site facilities and the off-site reimbursement program.
- C. Documents management’s support for fitness advisory boards at Ross Complex and Portland Headquarters.

## 3. Terms & Definitions

- A. **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.

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- B. **Contract employee:** An employee of a contract company who works for the Federal government.
- C. **Concession employee:** An employee of a contract company whose facility transacts business with the Federal government, such as the cafeteria at Headquarters.
- D. **Fitness Advisory Board:** Current on-site fitness members who advise management on issues for the facility at their location.
- E. **Off-Site fitness center:** Private fitness centers, not affiliated with BPA.
- F. **On-site fitness center:** The fitness centers currently located on BPA facilities.
- G. **Acronyms**
  - 1. **BPA HQ:** Bonneville Power Administration Headquarters
  - 2. **GSA:** General Services Administration
  - 3. **IFP:** Individual Fitness Plan

#### 4. Responsibilities

- A. **BPA Managers and Supervisors:**
  - 1. Ensure that funding is available for off-site services;
  - 2. Maintain IFP records for employees claiming off-site fitness reimbursement;
  - 3. Submit reimbursement claims to Payroll for processing; and
  - 4. Approve the IFP form.
- B. **Payroll:**
  - 1. Withholds on-site facilities membership fees;
  - 2. Processes off-site fitness membership reimbursements to employees; and
  - 3. Establishes procedures for on-site and off-site fitness transactions.
- C. **Employees:**
  - 1. Provide 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; and
  - 2. Maintain a current IFP when participating in the reimbursement program.

#### 5. Program Administration Requirements and Guidance

##### 5.1 BPA on-site fitness centers

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- A. **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.
- B. **Fees:** BPA uses employee initiation fees and monthly user fees to offset BPA’s annual cost of maintaining the centers.
  - 1. 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.
  - 2. 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.
- C. **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.
- D. **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.

## 5.2 Off-Site Reimbursement

- A. **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.
- B. **Exceptions:** Employees at Headquarters and the Ross Complex are generally not eligible for the reimbursement program unless they meet one of the following exceptions:
  - 1. 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;
  - 2. Employees in a continuous travel status;
  - 3. Employees who work rotating, evening, or extended shifts, thus precluding reasonable access to the Portland or Ross Fitness Center; or
  - 4. 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).

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- C. **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. Program management will review payment limits annually to evaluate appropriateness of payment amounts (for example, such as keeping up with inflation). 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.
- D. **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).

### 5.3 Support Services and Standard Operating Procedures for Bicycle Commuters

**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.

## 6. Processes and Procedures

- A. **On-site 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.
- B. **Off-site reimbursement 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.

## 7. Contacts

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Title and organization of individuals who can be contacted for more information or questions:

- A. Project Coordinator, Wellness Program Coordinator and Fitness Center COTR; Employee Services - HCM.
- B. Employee Services Administration webmaster; Employee Services - HCM.
- C. Employee Services Lead; Employee Services - HCM

**8. Authorities & References**

- A. 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)
- B. BPA HR Directive 410-09: Occupational Medical Health and Wellness Related Programs.

**9. Revision History**

This HR Desk Reference will be maintained on the [external policy website](#) Work/Life Fitness Center website and updated as program elements change.

Version Number	Issue Date	Brief Description of Change or Review
1.0	4/18/2016	Initial issuance.

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