

HUMAN RESOURCES SERVICES

RESPONSIBILITIES

DATE: 10/14/2008

SUBJECT: EMPLOYEE FITNESS PROGRAM

1. PURPOSE. This document addresses responsibility and accountability and provides to the Oak Ridge Office (ORO) Wellness Program.
2. APPLICABILITY. The provisions of this document apply to all DOE-ORO employees, including those located in Oak Ridge and outlying localities. Employees of the DOE Office of Inspector General's Office in Oak Ridge and the Thomas Jefferson Site Office in Newport News, VA., are eligible to participate in the program.
3. RESPONSIBILITIES.
 - a. Manager, ORO.
 - (1) Approves an ORO Wellness Committee within the ORO and ensures program conformance with referenced orders and guidance.
 - (2) Encourages maximum participation in individual fitness programs.
 - (3) Encourages maximum participation in office-sponsored health awareness programs.
 - b. Assistant Manager for Financial Management, ORO.
 - (1) Ensures that adequate funds are provided in the annual budget submission for the Employee Fitness Program.
 - (2) Reimburses employees semiannually based on approvals supplied by the ORO Wellness Committee.
 - (3) Advises DOE Headquarters (HQ) Payroll on a quarterly basis of employee reimbursements for the Employee Fitness Program.
 - c. Office of Chief Counsel, ORO provides legal assistance to the ORO Wellness Committee, as necessary.
 - d. ORO Wellness Committee.
 - (1) Develops, implements, and maintains the ORO Employee Fitness Program policies and procedures and acts as the final arbiter of any employee dispute.
 - (2) Recommends health club/fitness center (facility) approval status and provides assistance, information, and/or guidance to employees concerning local health clubs/fitness centers.
 - (3) Reviews, approves, and submits requests to Oak Ridge Financial Service Center (ORFSC) for payment.
 - e. Union appoints sixty (60) percent of the Wellness Committee from bargaining unit members.

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5. REFERENCES.

- a. Comptroller General - Decision B-240371, "*Defense Medical System Support Center - Health and Fitness Program*," dated January 18, 1991.
- b. 5 U.S.C. Section 7901, HEALTH SERVICES PROGRAM.