

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 107.02

Subject: Physical Fitness Competency Supplement
Effective Date: September 19, 1997 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 Agreement between the State of Vermont and VSEA (Corrections), Article 25, section 3, "The Department Labor Management Committee shall develop department wide physical fitness training standards and criteria for Correctional Officers. Up to five hours of individual physical training program(s) that meet such standards and criteria, which are approved prior to the start of each fiscal quarter by the Superintendent, may be applied towards eligibility for quarterly training hours."

2. Purpose:

2.1 To provide a portion of the competency to be used as an incentive for the development of a physical fitness program.

3. Applicability/Accessibility

3.1 Anyone may have a copy of this directive.

4. Directive

4.1 Correctional Officers may earn up to five hours of the competency supplement stipend each quarter when all of the following conditions are met each quarter.

Directive 107.02 Physical Fitness Competency Supplement

- 4.1.1 The employee will meet with a physician of his/her own choice at personal cost who will authorize, in writing, a physical fitness plan that requires at least three hours of physical activity a week. There will be an annual, planned review by the physician.
- 4.1.2 The physical fitness program will have a personal goal agreed upon by the physician and the employee that will be used as a benchmark for progress.
- 4.1.3 The employee will maintain a personal log of his/her weekly routine.
- 4.1.4 The employee will submit to the Superintendent or designee the log and report on his/her progress toward the personal benchmark at the end of the competency supplement quarter.
- 4.1.5 The log should reflect three hours a week of physical activity which can be prorated if the employee is unable for any reason to maintain the physical fitness program.

For example: 1 quarter = 13 week x 3 hours per week = 39 hours
39 hours divided by 5 hours of competency supplement = 8 hours
8 hours of physical activity = 1 hour competency supplement

4.2 Local Procedures

- 4.2.1 Each work site will develop a procedure that describes the local practices to be used in order to comply with this directive.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants

This directive was developed by the statewide Labor Management Committee.