

Civilian Fitness Supervisor Pretest 2- Copy

Type: Comprehensive Report

Date: 8/6/2014

Time Zone in which Dates/Times Appear: (UTC-05:00) Eastern Time (US & Canada)

Total number of responses collected: 97

I have read this consent form and understand its contents. I acknowledge that I freely consent to participate in this survey under the conditions described.

- I AGREE to participate
- I DO NOT AGREE to participate

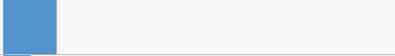
(Respondents could only choose a **single** response)

| Response | 20% | 40% | 60% | 80% | 100% | Frequency | Count |
|-------------------------------|-----|-----|-----|-----|------|--------------------|-------|
| I AGREE to participate | | | | | | 99.0% | 95 |
| I DO NOT AGREE to participate | | | | | | 1.0% | 1 |
| | | | | | | Mean | 1.010 |
| | | | | | | Standard Deviation | 0.102 |
| | | | | | | Valid Responses | 96 |
| | | | | | | Total Responses | 96 |

1. What unit are you stationed at?

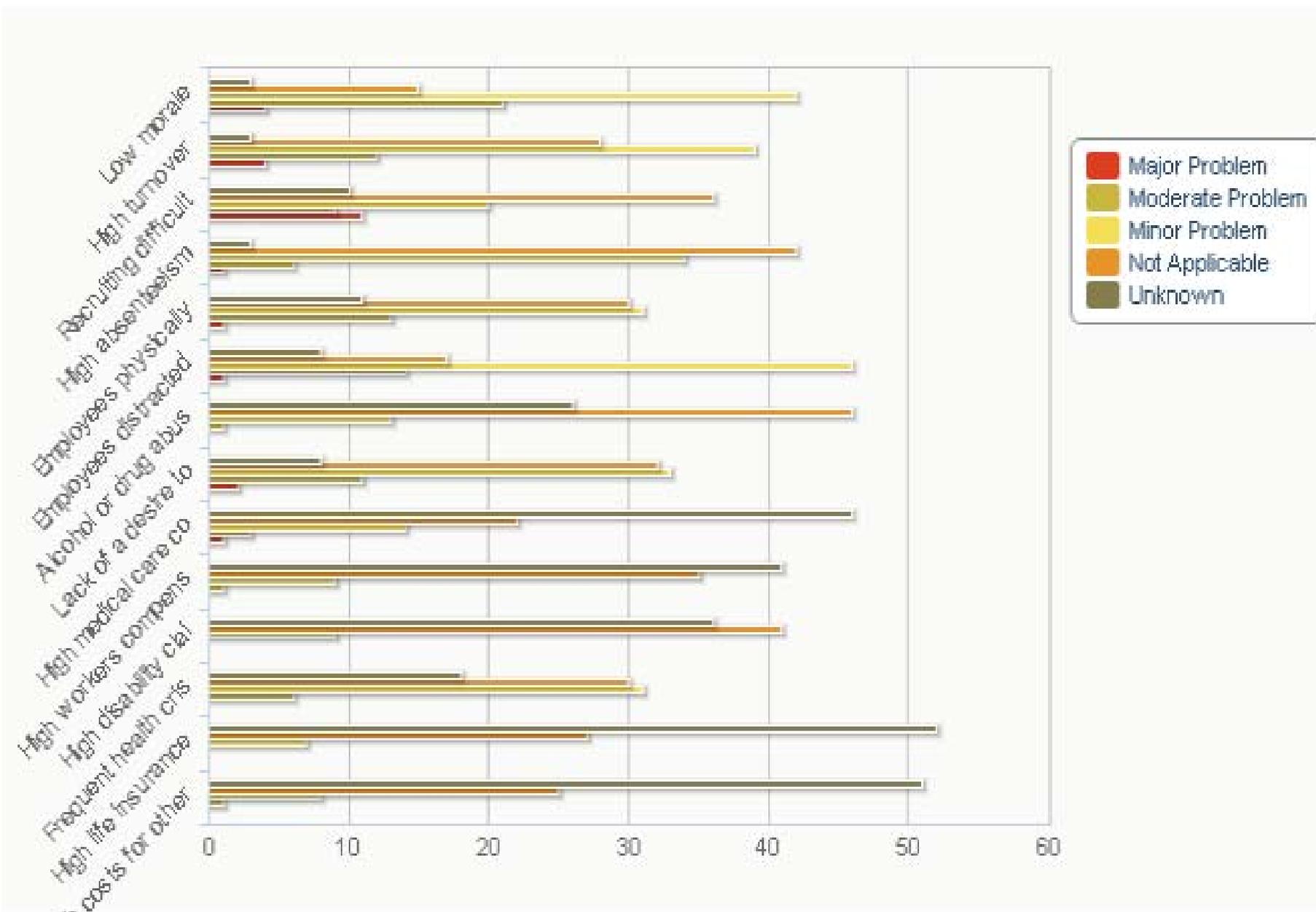
- Base Kodiak
- AIRSTA Cape Cod
- Base Miami Beach
- D-7
- HQ

(Respondents could only choose a **single** response)

| Response | 20% | 40% | 60% | 80% | 100% | Frequency | Count |
|------------------|---|-----|-----|-----|------|---------------------------|--------------|
| Base Kodiak |  | | | | | 7.1% | 6 |
| AIRSTA Cape Cod |  | | | | | 10.6% | 9 |
| Base Miami Beach |  | | | | | 3.5% | 3 |
| D-7 |  | | | | | 4.7% | 4 |
| HQ |  | | | | | 74.1% | 63 |
| Not Answered | | | | | | | 1 |
| | | | | | | Mean | 4.282 |
| | | | | | | Standard Deviation | 1.333 |
| | | | | | | Valid Responses | 85 |
| | | | | | | Total Responses | 86 |

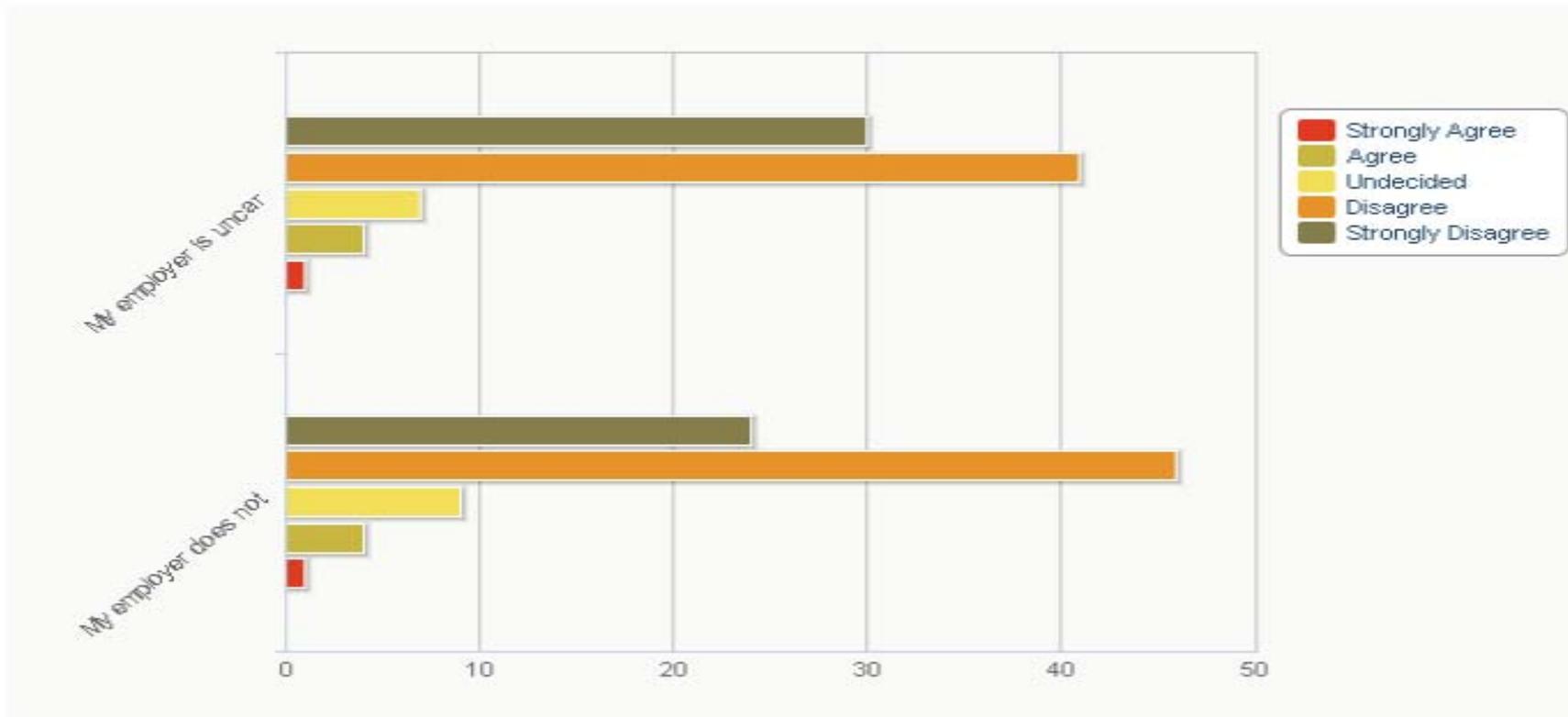
2. To what extent is each of the following a problem at your Unit?

| | Major Problem | Moderate Problem | Minor Problem | Not Applicable | Unknown |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Low morale | <input type="radio"/> |
| High turnover | <input type="radio"/> |
| Recruiting difficulties | <input type="radio"/> |
| High absenteeism | <input type="radio"/> |
| Employees physically exhausted | <input type="radio"/> |
| Employees distracted by emotional problems | <input type="radio"/> |
| Alcohol or drug abuse interfering with work | <input type="radio"/> |
| Lack of a desire to work | <input type="radio"/> |
| High medical care costs | <input type="radio"/> |
| High workers compensation costs | <input type="radio"/> |
| High disability claims | <input type="radio"/> |
| Frequent health crises | <input type="radio"/> |
| High life insurance | <input type="radio"/> |
| High costs for other forms of insurance | <input type="radio"/> |



3. For the following items regarding employee perceptions about the employer, please rate each item on a scale from Strongly Agree to Strongly Disagree.

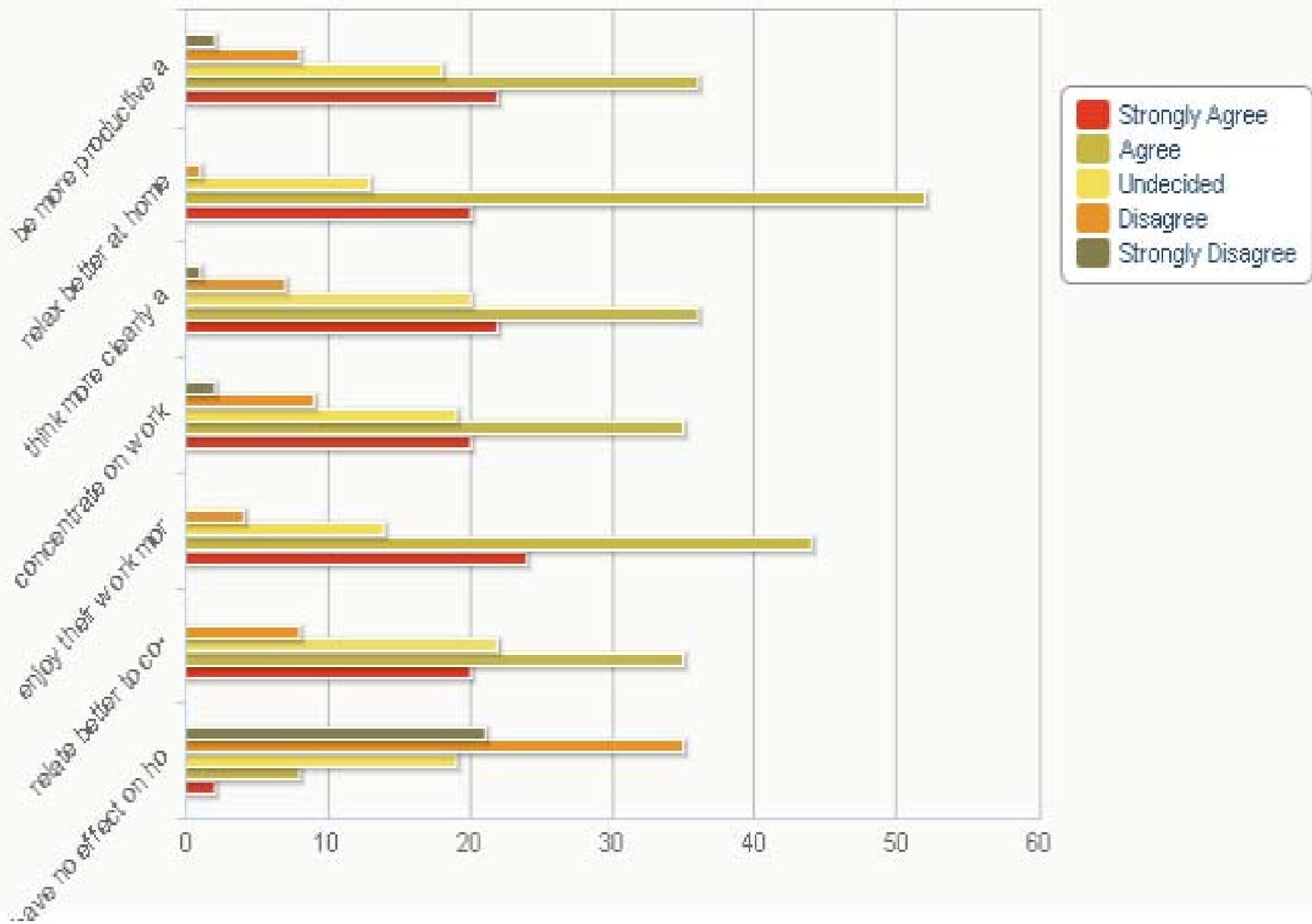
| | Strongly Agree | Agree | Undecided | Disagree | Strongly Disagree |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| My employer is uncaring | <input type="radio"/> |
| My employer does not promote healthy lifestyles | <input type="radio"/> |



4. For the following items regarding the perception about the relationship between exercise and work please rate each item below for the following statement. "Exercise during the work day would allow my employee to:

| | Strongly Agree | Agree | Undecided | Disagree | Strongly Disagree |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| be more productive at work | <input type="radio"/> |
| relax better at home | <input type="radio"/> |
| think more clearly about work related problems | <input type="radio"/> |
| concentrate on work tasks | <input type="radio"/> |
| enjoy their work more | <input type="radio"/> |
| relate better to co-workers | <input type="radio"/> |
| have no effect on how they perform. | <input type="radio"/> |

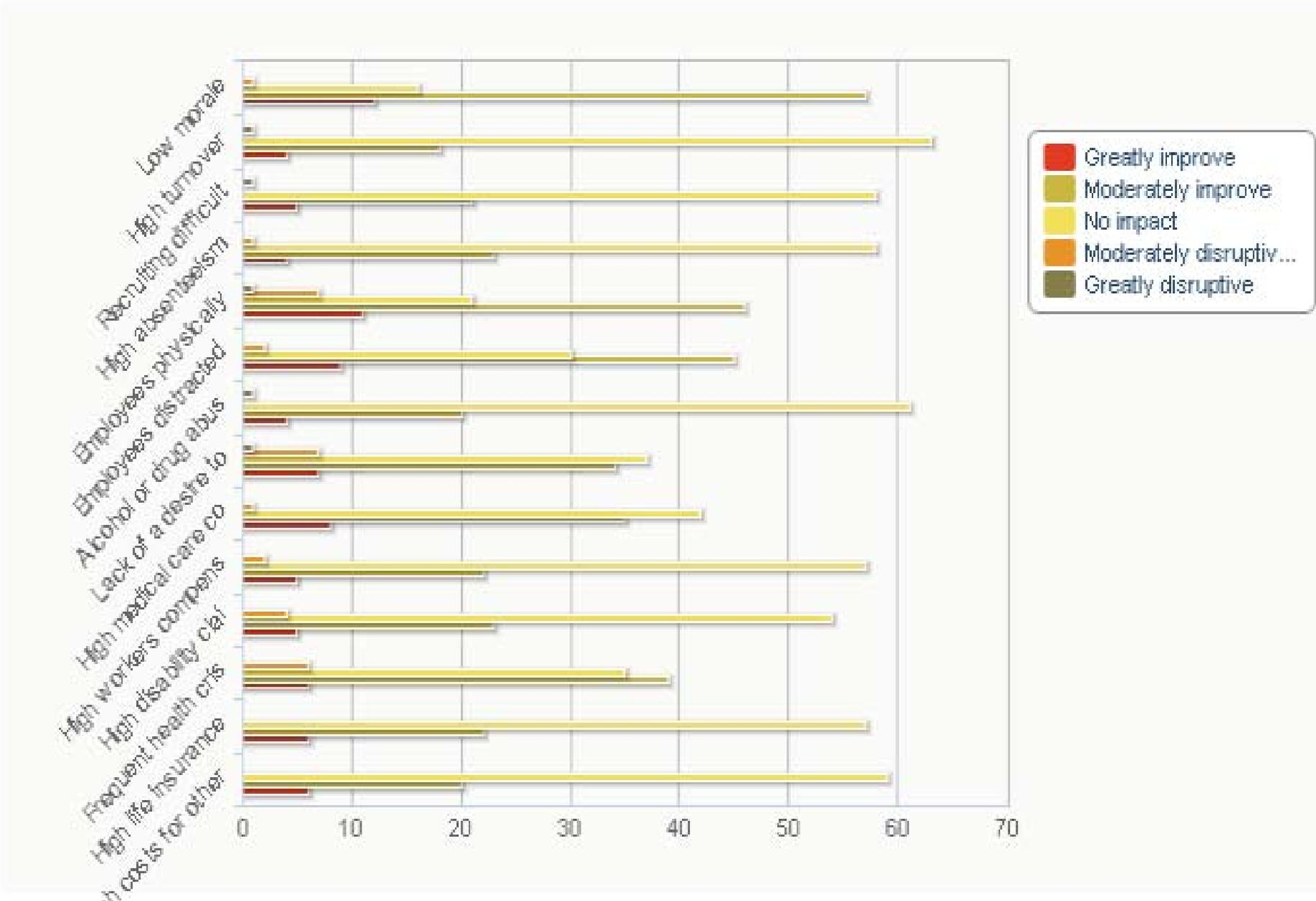
(Respondents could only choose a **single** response for each topic)



5. What impact do you feel an employee exercise program during the workday will have on each of the following problems? Rate on the scale below.

| | Greatly improve | Moderately improve | No impact | Moderately disruptive | Greatly disruptive |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Low morale | <input type="radio"/> |
| High turnover | <input type="radio"/> |
| Recruiting difficulties | <input type="radio"/> |
| High absenteeism | <input type="radio"/> |
| Employees physically exhausted | <input type="radio"/> |
| Employees distracted by emotional problems | <input type="radio"/> |
| Alcohol or drug abuse interfering with work | <input type="radio"/> |
| Lack of a desire to work | <input type="radio"/> |
| High medical care costs | <input type="radio"/> |
| High workers compensation costs | <input type="radio"/> |
| High disability claims | <input type="radio"/> |
| Frequent health crises | <input type="radio"/> |
| High life insurance | <input type="radio"/> |
| High costs for other forms of insurance | <input type="radio"/> |

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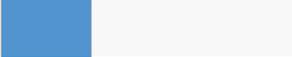


6. Should the Coast Guard adopt a civilian exercise program ?

yes

no

(Respondents could only choose a **single** response)

| Response | 20% | 40% | 60% | 80% | 100% | Frequency | Count |
|--------------|---|-----|-----|-----|------|--------------------|-------|
| yes |  | | | | | 76.2% | 64 |
| no |  | | | | | 23.8% | 20 |
| Not Answered | | | | | | | 2 |
| | | | | | | Mean | 1.238 |
| | | | | | | Standard Deviation | 0.428 |
| | | | | | | Valid Responses | 84 |
| | | | | | | Total Responses | 86 |

6a. Why or why not?

2. 6a. Why or why not?

Response

Several reasons: - As a taxpayer, I don't feel I should be paying civilian employees for 40 hours of work, when they aren't working 40 hours. The average non-government worker has to work 40 hours to get paid for 40 hours. They are being taxed on all 40 hours of work to pay (in part) for government worker salaries. Fundamentally, it doesn't seem right in this fiscal environment to 'write-off' 7.5% of a work week. - Comparisons to Active Duty do not apply. Active duty need to be world-wide deployable. There are weight standards in place for active duty. Being physically fit is, by definition, part of the job. Additionally, being active duty is a 24/7 job. There is no time clock. For many active duty, we workout much more than 1 hour/3 times a week. But we still end up working more than 40 hours/week. Civilian employees have to be given CompTime or Overtime if they work more. - This will create an additional administrative burden on supervisors -- keeping track of who is working out, when, and for how long. - I do feel that exercise helps focus, stamina, and efficiency. But the vast majority of the people who will truly take advantage of a civilian exercise program are those that already make it a priority. Those that do not make exercise a priority are not likely to become fitness fanatics, just because they are authorized 1 hour, 3 times per week. I believe that there will be some employees that will take advantage of this in the wrong way -- disappearing for an hour, 3 times a week to go for leisurely strolls. - I'm concerned about workers compensation claims from the civilian who drops a weight on their foot, pulls a muscle, etc... - I am in favor of allowing civilian employees to workout before, during, or after the workday, provided they still work 40 hours/week (or 80 hours/pay period). I'd be perfectly fine with an employee, for example, coming to work at 7, working out from 1100-1230, eating lunch from 1230-1300, then working til 1700 for an 8 hour work day. Or some variation thereof...

Exercise during the workday has proven highly successful for the active duty workforce. I believe extending this benefit to civilian employees who work side by side with us will have similar positive effects, and improve the camaraderie and sense of parity in the workplace.

I don't think we should allow civilians to work out during the day. Being in good physical shape is not mandatory for their employment. People should work out on their own time. I do think we should provide facilities for all employees to workout though. Just because you give someone time to do something either working out or additional training/educational opportunities, doesn't mean they are going to take advantage of this. Those who are motivated to better their health or education will do it regardless. I have experienced abuse of these types of programs for both military and civilian but atleast I can hold the military accountable through mandatory monitoring.

In my work unit, the challenges indicated by your questions above are not linked to an exercise program availability. 20% of my staff has issues that are linked to documented medical or significant life conditions that are not linked to exercise availability. I have no basis to respond to the impact of an exercise program availability on medical costs, workers comp, disability, or insurance issues. At HQ, the transit time to the gym would make it difficult as a supervisor to take action for challenging employees who exercise longer than the stated time.

There is a mutual benefit for the employer and employee to promote active and healthy lifestyle.

military members are required to deploy worldwide. Also, we are not locked into a 40 hour work week and are not represented by a union to ensure we get compensation or RDOs. All of the officers on my

staff and in my office work at least 50 hours per week while all of my civilians stop at 40. Civilians should not get paid to work out during the workweek. With the set work hours they have, they can use personal time to work out. Those who are serious about their health already find the time to workout during the day while making up the hours either the same day or during the work week.

Good physical care is required

Employees are more reliable and more focused when they're happier and healthier. A simple exercise program during the work day will increase the fitness and health of the employee. The primary benefit from this investment is reduced absenteeism due to fewer sick days. Higher levels of serotonin, produced when exercising, increases an individuals happiness as well as their ability to cope with stress; making the employee more apt to work well with others and manage the work and personal stresses in their life in a much more productive and positive way. A fitness routine also increases an individuals energy level, which can relate to increased work productivity. In the longterm, health insurance costs should go down, as the instances of health issues related to inactivity, poor fitness, poor health, and obesity are reduced due to people living healthier life styles. Lastly, it takes away one more inconsistency between how military and civilian employess are treated; which, in turn, should reduce some of the perceptions of unfairness.

Some offices with civilians may be better able to implement a civ exercise program if the workload-to-workforce ratio is not already strained. In my office we are so understaffed that even when the active duty folks take substantial parts of their days for their allowed exercise regimes, it's noticeable the negative affect on workload, they're not there for meetings, etc. The folks who would not work out, but stay behind to continue with the workload (which leadership will not likely relax to accomodate any exercise program) have their morale and view of the shipmates deminished.

It's a tough question and it depends on the employee. I have employees that don't contibute a full day to CG business. If you gave them 90 more minutes, you would not get much production at all. Giving them another hour or so to not do work will have an impact. Other employees will greatly benefit from the opportunity. Let's face it, may civilian employees already workout during the workday claiming they are using their lunch and breaks. For some this is the case, for others, not so. Tough call but I don't think we should legislate to the lowest common denominator. A workout program is a good idea but needs to have some controls. Leaders should be empowered with these controls in order to manage the workforce. I personally have employees that I would gladly let workout because I know they will still get the work done. I have others that I would not.

Multi-year studies show that fitness improves overall health with resuting decreases in healthcare costs, improved attendance, & improved employee retention. It's deemed necessary for military personnwel - why not civilian personnel?

I'm a huge fan of excercise, and in the workplace. That said, after the initial "bump" in morale it will become a dissatisfier. Workgroups and individuals will compare themselves to others, and become unhappy if they perceive their office isn't as "liberal" as another office is. The down side will be more down than the upside ever was. Also, in my experience, it will be abused by the employees who aren't really getting anything done anyway, and those who skip the work out because things have to get done will resent the fact that they can't get away. Even if the policy is to go work out, and managers encourage it, the reality of how fast things have to be turned around and answered at Coast Guard headquarters carving out this much FTE from the work week will be made up by longer hours by all, or at least by the work a holic few, to get the job done. As much as I wish everyone was responsible, my experience in federal offices is it will be abused and there will be equity issues. This doesn't happen at

Bases, Sectors, and Training Centers as much, even when civilians are "allowed" to workout during the day -- the predominance of the military culture, and the close knit team culture, prevents those who might from taking advantage of the opportunity.

Military members can be directed to work 24-hours a day, to include time for exercise, because we can always recall a member back to finish the rest of the work. Civilians have been hired to fulfill an 8-hour per day need for work. If we grant 8 civilian members an hour each day to exercise, we need to hire another civilian to complete the 8 hours of work that is no longer being done. In this time of decreasing budget and cutting of billets, we are evermore asking our current civilian and military members to take up the extra work that has been vacated. I agree with and highly endorse allowing civilians time to workout as we have with military members for years. However, there is still the requirement for 8 hours of actual work to be completed.

Improve morale, productivity, and retention.

some staff is dedicated, others look for reasons to not be at work. with teleworkers and RDO programs we already have a challenge finding time to work around schedules.

It would likely improve work production.

Adopting a civilian exercise program would further limit or restrict the available work hours available. The overwhelming number of civilian employees at my unit work a compressed work schedule, which eliminates work hour flexibility. While a civilian exercise program would have many benefits and show our commitment to employees' long-term health, accepting the loss of additional hours is particularly difficult in locations with a high percentage of civilian employees. This loss would transfer more work on to the military members, who may be easily ordered to work more to offset the hours consumed by a civilian exercise program. I would be much more in favor of a civilian exercise program if it required employees to work a 5-day-per-week flexible work schedule, permitting longer lunches or extra time at the start or end of each day.

Employees should have the ability to exercise at work IF IT CAN BE SHOWN to promote better morale, better productivity, and a reduction in healthcare issues and costs. My answers above reflect the fact that these questions need to be answered on an individual basis - I have answered them across the entire workforce, and do not have enough evidence to support these claims.

Civilian Exercise program would grant them approval to use part of their workday to exercise; some supervisors may not be willing to allow employees the opportunity to work out unless it's during their lunch hour which may only be granted for 30 minutes.

A civilian exercise program would greatly benefit the Coast Guard by providing an option to improve the overall health of the civilian workforce. Those personnel taking part can lead more of a healthier lifestyle and be more productive at work. It also promotes camaraderie between the active duty and civilian work force by participating in common events such as unit workouts and sports lunches.

The Coast Guard recognizes the value of an exercise program and has always allowed military members to participate during the workday. In most cases civilians perform the same work alongside the military, yet they have not been afforded the same exercise privilege. If exercising is such a valuable tool, I truly do not understand why civilians have been excluded.

There are benefits to employees completing an exercise program during the duty day which includes, (1) a tradeoff to the longer commute since moving to the St E location, (2) the ability to workout in a cost free gym membership has many perks when considering the private sector cost of this benefit, (3) most employees would be appreciative of the opportunity to workout and CG would benefit from their

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| continued focus on achieving the mission and improving productivity. |
| It is generally common wisdom that wellness programs are beneficial to the employee and employer. |
| First, my experience with both military and civilian subordinates supports the assertion that an exercise program has positive workplace benefits. Energy levels are usually enhanced and mental processes are often improved. Further, a civilian exercise program provides a tangible benefit that will be valued by those employees who wish to use it. |
| The Coast Guard does not need to organize/run an exercise program, but the CG should encourage and facilitate the ability of all employees to take time to exercise. Staying active only increases overall health and productivity among all employees. |
| 1. Civilians (mostly) are not required to deploy to a theatre of operations wherein their physical fitness is a major determinant of success. 2. Any changes to current working conditions (including implementing a physical fitness allowance) requires a change to the Master Labor Agreement. |
| How would you cover the cost? I would have to raise rates substantially to cover costs of each of the 23 employees to take time from work to participate in program. I support the idea but could not fund it. |
| Some civilian staff are already using work time for exercise, although only a small number that I am aware of. Does that not already constitute a civilian exercise program? I am not aware of how a new program would be structured that would increase participation. More information should be provided on this so that comparisons can be made to the current state. |
| Civilians should be afforded the opportunity to work out during the work day just as the military members are. I do not think it should be as regulated as the current form although I do see a need to be able to track to make sure the civilian is actually working out during their allotted time. |
| We don't have enough time in the day now to complete our work. I don't need another sanctioned distraction, such as telework, RDO's, diversity celebrations, mandated training, etc. |
| Physical fitness is not a civilian job requirement. |
| YES WORK PERMITTING/WITHIN THE ABILITIES OF THE INDIVIDUALS WHO DESIRE TO TAKE PART IN THIS PROGRAM. |
| With extensive commute times for CGHQ employees, the opportunity to sustain part of a reasonable fitness program at work is critical to achieving and sustaining one's work-life balance. An effective fitness program is important as a form of stress relief, employee resilience, and a positive mental attitude. |
| Yes, but I don't necessarily agree with the extent to which the work out time must be monitored, it's too much of a pain and those who need any excuse not to participate will blame the admin in making it too difficult. Those who are dedicated to work out, may use it or just continue to find time outside of the work time. |
| We are having a hard enough time keeping our people and need every hour we can get from the, With the reductions in force we cannot afford to have work hours used for exercise. |
| An authorized exercise program would improve the general health and well being of the civilian workforce. Morale would likely improve. A significant challenge is in an even implementation of the program. The recent telework instruction has failed to overcome unequal access to telework as some CG supervisors fail to embrace telework and make it clear by verbal and non-verbal clues that they do not support the program. |
| I very much agree with adopting a civilian exercise program. However, there is way too much required documentation for the program and I see this as being the biggest distracter. |

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| Should be left to the individuals to decide. They should be allowed / encouraged to exercise, but not required / pressured to do so. |
| Exercise is a great stress reliever, and significantly improves employee outlooks. We strongly encourage our employees (military and civilian) to exercise regularly. |
| Since federal civilians are paid hourly, exercise should be done on their own time. Civilians are not deployable, reducing the requirement for them to be physically fit. Furthermore, the CG does not pay for their health care, so there is no benefit to the CG for letting civilians count workouts toward their 8 hour work day. The result will be a net loss in productivity, although it will be a nice perk for federal employees. |
| Exercise provides employees with an outlet for stress and improves their physical well being. The CG should benefit from healthy employees. |
| Our country has a problem with overweight adults and children. This affects their health and wellness and is unfair to the children who are being taught these bad habits. If we were to give our employees the opportunity to work out for 30 min per day it might encourage them to take that first step and realize how well they'll feel overall and that's it's not so hard to get started and hopefully it will have a trickle down effect. With all the budget cuts, hiring freezes, no raises or bonuses the last few years - it would be nice to give them some incentive to want to be at work and feel appreciated. I also feel that is this program does go through NAF employees as well as APF employees should be treated equal and NAF employees should be able to participate at their supervisor's discretion. |
| I encourage civilians in my workplace to exercise but on their own time, prior to or after hours. Exercising during normal work hours is disruptive and it has a negative impact on productivity. With the hiring pause and billet cuts, there is more work to be accomplished per person. Reducing the work day to allow for exercising will only serve to exacerbate the situation. With all the flexibility in hours and telework that the CG offers, exercising can easily fit into an employee's day after hours. |
| Everyone likes to get paid to work out and it's nice to get away from your desk for a few hours per week. It would also allow offices to have more fitness oriented morale events during the work day that could be extended beyond active duty only. |
| As a supervisor I encourage my staff to work out. I feel that they are better employees and allows the needed break in the work day. They also feel more productive at thte office. |
| IMproves productivity and the long commute to HQ produce employees that are falling asleep in meetings after 2pm. Allowing exercise as part of work day would significantly help IMO. |
| I recognize the overall general benefit and, personally, benefited from like programs at other agencies. |
| Not allowing this program sends a direct message the management does not care about their workforce. This initiative promotes a healthy lifestyle and is proven to foster high morale, energy and positive attitudes. If this program is not allowed, there must be a CG policy that states smoking during the work day is strictly forbidden (some people take 2-plus hours daily to smoke). The only people against this program are people who smoke or are fat, unhealthy and miserable. |
| increase health and well being of employees |
| Yes, provided it is (1) legal, and (2) time regulated (i.e. treat as a 30 minute lunch period...it needs fixed boundaries, otherwise some will abuse the privilege). Critically, it needs to be balanced against work requirements. Specifically, if a job requires that an employee work 40 hours in a particular week, then one would expect neither regular leave nor "workout time" to reduce the hours available. Additionally, it would be inappropriate to allow for both workout time and overtime. As a supervisor of WG personnel, I |

witnessed first-hand numerous employees would inappropriately attempt to "work the system" with leave and sick leave, in order to then use overtime to complete tasks that would normally be accomplished during their typical workday and 40-hour work week. CGHQ is a pretty dismal place to work. The gym affords insufficient locker room space to accommodate a large scale exercise program, and there are no showers available in the main HQ building (except one for the COMDT). Any program should account for the anticipated length of time that it will take not only for the exercise, but to transit to/from the gym, to shower, and to change clothes. In the case of CGHQ, that time could be considerable, and could significantly reduce the time available during the normal work day.

Parity with active duty personnel policies

I'm on the fence- definite benefits to exercising, but as a tax-payer, my expectation is that government employees (civilian and military) produce 40 hours of work each week. With increasingly lax policies on telework, flexible work hours, RDO's, etc., I'm concerned about the overall impact on productivity this will have on the civilian workforce.

if we want them to be a part of our team, treat them like our team.

Work at the CG is highly demanding mentally due to the resource shortage of doing more with less. This stress leads to poor diet choices and lack of physical exercise which further reduces the resources due to illness. I think the CG should encourage employees to not just participate in Fitness but to adopt a healthy lifestyle by combining it with eating right and promoting and discounting healthy choices at the onsite food service vendors. Also the employees should start the program by consulting with a doctor concerning participation in a fitness program combined with health eating program to make sure they are healthy enough to exercise and at what level. There also should be a requirement to document the activity each person participates in. They should be required to complete CG_6049 Fitness Plan form and a note from a doctor stating it is okay for them to participate for up to 3 hours a week. I think CIM_6200_1B Fitness Guidance can be modified to include a healthy diet and better eating habits but need to modify the test by making available to the civilian the use of the onsite clinic for a complete blood count test to include cholesterol level at the beginning and at intervals during participation in the program. (Of course the test results are optional and only for thier personnel use, NASA does something like this.) The CG could dove tail off the Presidential Fitness Challenge information so it is not burdened with the cost and expense of create a unique program. By promoting a healthy lifestyle we are building a better workforce as well as a better person who will be equipped to handle the stress and pace of the everyday workload.

Positive perk

Overall, studies have shown that exercising decreases absenteeism in the work place. We allow "smoking" breaks, why not exercise breaks.

Improves morale, fitness, and health care expense control.

Exercise is essential for all employees and their performance.

All the reasons above.

No, if it reduces their available work hours. Coast Guard supervisors should however be flexible about time for employees to work out during the day (extended lunch hours, time in the morning/afternoon, etc) subject to work requirements, as long as they work 8 hours per day. This is how we do it today.

Also, this is not the time to reduce the work day for any government employee, especially with many American workers un or under employed. I fully support physical fitness all CG employees, it just needs to be accomodated without reducing productivity. This is especially important for our industrial facilities where employees must work closely with their fellow tradesman, contractors and operational units to return assets/systems to full operational status on critical timelines. We also need to continue to invest in exercise equipment, facilities and other enablers for a healthy workforce.

Being in a workplace that should be a climate of equality would only improve production rates if equality held true. Offering the civillian employees the same benefits during the work day will not only improve on employee relations but it will support the health of each member.

While I feel an exercise program would be a great addition to the work day I am concerned that given the recruiting issue at the CDC it would add an even greater strain. Given that, in the long run, the CG probably cannot afford to fund the initiative. But I believe everyone should exercise for continued good health!

I have no opinion without data. Perhaps you should actually conduct the pilot study first, then evaluate the data before asking whether CG should adopt a civilian exercise program.

Improving health through encouraging participation through work time programs benefits the whole person. Healthy people, whole people, have fewer issues than those who are unhealthy in all facets of life. I do fear the "professional" work hour scammers though. The "Professional" work hour scammer I refer to is the person who attends every event, attends every ceremony, volunteers to help out at all activities, attends all small group functions, joins clubs, etc. and we see them every time there is an event! A workout plan during the day is one more opportunity to disappear from work for one of the multitudes of events that they are involved in. This is probably more of a leadership issue, but I do fear the abuse of the program by those few "professionals" out there. Overall, great idea. Healthier , whole people are happier and more productive.

I believe every workforce should adopt some form of excercise program because it: - Helps break up the day making the day seem shorter - Promotes an overall healthy lifestyle. _ Helps to remove stress which in the long term increases members health and reduces health care costs. - Builds teamwork when members excercise/workout together.

A heathier life style will improve the individual's personal health and well-being at home and in the office.

I believe the CG should try a limited exercise program, perhaps on a trial basis. There are certainly some potential "positives" (see 4, 5 above). The question that should be answered is whether or not the "unknowns/undecided/perceived no impact" areas are actually positive or negative. If they turn out to be negative, then the program should be discontinued. A trial would provide some evidence for an informed determination. One potential negative, not addressed above is demand on supervisors' time for tracking participation and ensuring the program is not abused. This should be factored into any decision going forward.

An exercise program is a great incentive for all employees; it provides an outlet to relieve stress, provides a break in the day, improves team atmosphere and camaderie and it benefits the member with living a healthier lifestyle. In turn, should provide employees incentive to want to come to work thereby reducing absentism and actual acute and chronic illnesses. Healthier and fit staff members seem to accomplish more work over the course of the workday and are more alert.

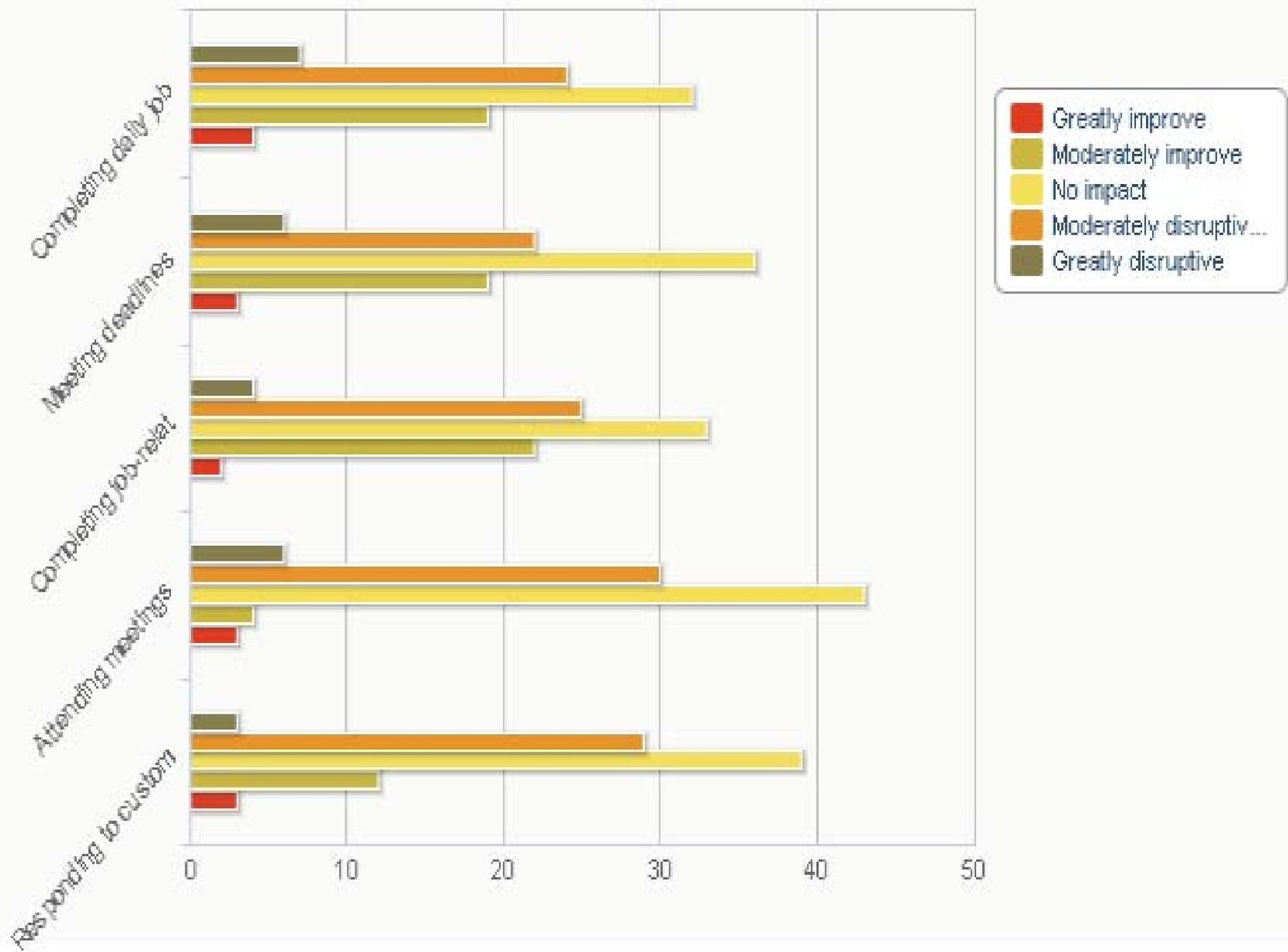
I believe that many employees who otherwise do not work out would elect to do some form of physical activity if they will be "on the clock". This then has the potential to increase an employees physical and mental wellness over time, reduce ailments, potentially lead to other healthy lifestyle behaviors such as

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| healthy diet, moderate use of alcohol and tobacco cessation - all of which could contribute to better morale, increased productivity and less absenteeism. | | |
| clearly describe how exercise fits within the workday requirements for civilian employees and supervisors | | |
| This program places an additional burden on the supervisor, who is responsible for ensuring employees comply with the program instruction. It also provides another opportunity for employees looking to maximize out of office opportunities. However, the potential benefit of rewarding hard working employees and increasing productivity slightly outweighs the negatives. So at this point I recommend the CG adopt the civilian exercise program. | | |
| The military members get to exercise, with no apparent concern about how much time they spend during the workday (i.e., playing a game of soccer or volleyball, extended running). The rationale that they have to be in shape because they are in the military...these folks at HQ work with us in cubicles, they are not at sea or on operational missions. The only difference from civilians is that they have short hair and wear uniforms...and get to exercise on the job! Seems only fair that the entire "Team CG" should have this same benefit. | | |
| Exercise is great for the body and soul! | | |
| Research clearly shows the benefits of exercise. Standardized program will increase productivity and morale, as well as health. The program would also simplify the management of civilian personnel by eliminating the current practice by some supervisors to allow civilian employees the opportunity to exercise without claiming the time in the T&A system, while others strictly enforce T&A requirements. | | |
| Its needed and will offer great improvements as mentioned above. | | |
| | Valid Responses | 75 |
| | Total Responses | 86 |

7. If employees were allowed to exercise during the workday, what impact would this have on the following? Rate on the scale below.

| | Greatly improve | Moderately improve | No impact | Moderately disruptive | Greatly disruptive |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Completing daily job-related tasks | <input type="radio"/> |
| Meeting deadlines | <input type="radio"/> |
| Completing job-related projects | <input type="radio"/> |
| Attending meetings | <input type="radio"/> |
| Responding to customers (emails, voicemails, site visits, etc.) | <input type="radio"/> |

(Respondents could only choose a **single** response for each topic)



8. For the above question, how did you arrive at your responses?

| Response |
|--|
| I don't believe there will be any impact to meeting attendance, as professional responsibilities will take precedence and any workouts will have to be scheduled around work obligations. However, when you essentially reduce the number of work hours by 7.5%, there will be some disruption to daily tasks, meeting deadlines, projects, and customer responsiveness. It can be argued that exercise will make employees more focused and efficient. However, as stated in a previous response, I believe that the vast majority of employees who will utilize this opportunity are those that ALREADY make exercise a priority on their own - they are already more focused and efficient. By that rationale, we are not only losing 3 hours of productive work time, we are losing 3 hours of productive work time from our most motivated, focused, and efficient employees. |
| I focus on product delivery from my employees vice attendance or "leading by sight". Eg: delivering a product is more important than the number of hours worked, meetings attended, or number of emails read. I expect my employees to be highly independent and manage their own schedules. I have not had any problems with meeting attendance or making project deadlines using this leadership method. |
| I base this answer on my own use of the program. Workout time does not absolve an employee of their job responsibilities. It is incumbent on the member to schedule workout time in such a way as to not interfere with meetings and other duties. |
| Anytime they are not available to do their job tasks it has a negative impact. |
| My work unit is in a relational environment, many drive-by's and these are essential to the office role. When an individual is not available or away from their desk for extended time periods, there is an impact on their ability to engage and shape issues. For highly motivated employees, this is not an issue. For employees that are not as intrinsically highly motivated, this is another issue that will create supervisory challenges. |
| There is always the chance that if the employee is away from their work station for extended periods of time that there could be occasions where urgent work is disrupted. I believe the benefits of having this program outweigh those very minor risks. |
| For military, its easy. We look at our schedule and shift our workouts to accomodate. Most civilians will believe their workout is an entitlement and will schedule their workday around their workout time instead of vice versa. Different mindset for civilians than active duty military. |
| I see no impact on daily output of my employee's |
| Assumptions. There is no way to determine this impact prior to implementing the program and seeing its true impact on work. |
| Working in a relatively high-otempo office, we see routinely some folks, mainly active duty, avail themselves (as they should) of taking time out of the normal work day and use those otherwise office productive hours for exercise. Those that do that do not routinely seem to have the same ability to meet workload deliverables. Those who are committed to getting the mission done first would workout either early before work or after. The commuting situation at St. Elizabeth's has greatly diminished that flexibility if everyone is tied to making carpools, van pools, or getting the shuttle before it gets too late |

around the campus.

Again, it depends on the person. Some will thrive, others will take advantage.

It's intuitively obvious!

I worked in a District Office on active duty and trained for 3 marathons with 6-7 mile runs at lunch most weekdays. Those were in some ways the most productive days of my career, my head was clear in the afternoons, I was focused, I was in great health... But I also had a lot of control over my branch office output, and I stayed late or worked over the weekend to make sure everything got done. A price I willing paid at the time. Most civilians (which I am now) can do the same thing ... but not all. Eventually, the rules (which are too specific) encourage them to become clock watchers, and the workout time comes at the expense of team meetings, getting the job done, etc. They really shouldn't be staying late (although many do) if they're not getting paid. We already have equity frustrations because we give lip service to core hours, but the reality in some places is very different -- and it's not bad leadership, it's just the reality of working inside the beltway.

In a customer service area, I need a person covering the "desk" during the working hours. If I allow a civilian employee to not be at this desk, I cannot provide service to the next customer. We run a CDC which has a 18 GS and NAF employees who are required to be present at all times due to required child:caregiver ratios. They could never be able to participate. We have over 100 NAF employees who were not allowed to participate in this pilot study. Their participation could have assisted with data collection on feasibility for part-time employees and job impact. This was a crucial group to have been missed and we are seeing EEO grievance being brought because of the exclusion.

My opinion and past experience.

experience working with civilians taking scheduled time for themselves.

For all but "Attending meetings" I used: 1) The 15% performance boost cited in a 2005 study by professor Jim McKenna of Leeds Metropolitan University, 2) A "Healthy Living" webpage reference to Harvard researchers finding that post-workout blood flow creates optimal conditions for performing tasks that require focused thinking, 3) A finding from a 2008 study from the University of Bristol that indicated workers who exercised took about 25% less unscheduled breaks than those who didn't exercise, and 4) A 22% decrease in absenteeism cited in Journal of Exercise Physiology reports. For "Attending meetings" I stipulated to my employees that engaging in exercise was not to interfere with meetings.

Again, with a large percentage of employees working a compressed work schedule at my unit, holding productive meetings or conducting team project work on Mondays or Fridays is nearly impossible. Civilian exercise programs have the potential to create additional time that is permanently "off limits" for meetings in a unit calendar. Good planning can only reduce the effects of creating more schedule "hard points" but can not eliminate them.

Exercise will have a positive impact, improving employee focus, morale, and overall performance. The only negative impact may possibly be scheduled meeting conflicts however, that is an issue we can work through by adjusting expectations.

Again, I answered these questions as generic statements across the enterprise population, when really, the supervisor needs to consider the applicability to each individual employee to determine if such activities would be beneficial as opposed to "moderately disruptive" to their office/unit workload. As a

civilian employee myself, I want to participate in this program - and I want to offer the opportunity to my staff as well. So I support the program's inception and study - but these questions are best addressed on an individual basis. Some of my employees COULD work out with minimal loss of productivity while greatly improving their health, happiness, and well-being. I cannot "sign myself up" for this at this time under the current arrangements because I have a busy calendar, and openings often appear and disappear on short notice. It is difficult to "plan" exercise time into my schedule. I may speak to my supervisor about a "general approval" and then submit the WEBTA after-the-fact. This aspect of the study - which I'm sure is geared to determine how much time is being expended on fitness (and therefore "disrupting" productivity) - should be removed from a final policy (or some sort of alternative be allowed) so that folks like me can workout on a more ad-hoc basis.

most employees who are highly motivated or like their job complete these task without having an exercise program so not sure these could improve or decline.

I arrived at my responses by thinking about how exercise impacts performance. Generally exercising regularly gets you more energy and helps to relieve stress. Having more energy throughout the workday and less stress will enable employees to stay more focused on their daily tasking. That's why I believe the first three categories will moderately improve. The last two are daily and as they occur events. I don't think there will be much of an impact in those areas.

The civilians in this department have plenty of latitude in how/when they complete their assigned tasks. Therefore, adding in an exercise program will not be disruptive because they will simply "fit it in."

The impact is more difficult to identify. Some offices have very time sensitive functions or attend many meetings that could potentially interfere with the ability to benefit from an exercise program.

Anecdotal experience.

I don't think the questions or rating scale is relevant. Studies in the civilian corporate arena show that employee fitness and wellness programs can enhance productivity and employee morale while adding a valued component to employees benefit/compensations packages. Some studies show that fit employees have fewer sick days and have higher cognitive performance levels.

There is enough time in the day, if planned well, to complete all assigned tasks as well as take some time out for exercise.

Experience with Military members utilizing the fitness allowance.

I operate a child care center for 100 children. All staff have to be present for their shifts in order to meet the child teacher ratios. I only have 2 floats and an additional 20 PT and FT employees.

The detraction from work time would probably delay completion of some tasks. However, I recognize that enhanced health has the potential to be very beneficial in the level of productivity while working, so long as other variables are not impeding the employee's morale, capabilities, etc.

Just the mere fact of the individual being out of the office will be slightly disruptive to daily work but they will be able to work around their work out times or arrange their work out times around scheduled work.

Common Sense.

There's already not enough time in the workday to complete tasks.

TIME MANAGEMENT IS A RESPONSIBILITY OF ALL EMPLOYEES. I PARTICIPATE IN PT PROGRAMS NOW- IT ALIGNS TO MY RESPONSIBILITIES BUT MY RESPONSIBILITIES/MY PERFROMANCE COMES FIRST. IF DONE IN THIS MANNER- I DO NOT SEE ANY IMPACT ON PRODUCTIVITY.

I believe one's energy level improves with fitness level, resulting better productivity. If you want something done, give it to a busy person. The commitment to a fitness program drives people to accommodate it and meet their other obligations.

For the members at our unit, they work out now, just on their own time. So I think that they might like the program, but don't see it making the office more productive since they are generally health oriented to begin with.

Not enough time now in the day to accomplish all tasks.

It requires a change in how we perceive the term disruptive. If a slight delay in a response is considered disruptive, how do we measure improved responses and increased number of tasks. Balance is critical.

Many people find that there is not enough time in the day to get everything accomplished. How is it possible that there are some people out there who can handle a full time job, family, friends, and exercise? It all really comes down to time management and motivation. For the most part, people will come up with thousands of different excuses as to why there is not enough time in the day to begin with, let alone exercise. Of course, almost everyone agrees that a few extra hours in the day would really help, but since this is not the case then people need to find ways to adjust and make time for their personal fitness. When most people get off of work they are exhausted. Exercising can help ease this feeling while making people both look and feel better than ever. Physical activity also brings about better nights of sleep, which will bring more alertness to the workplace and therefore brings about more productivity. Exercise boosts brainpower, which is even more important for success in the workplace.

Personal opinion and observation of human nature.

Time for exercising can be scheduled so it does not interfere with the job.

If a civilian works 35 hour/week vice 40 because they are counting their workouts as billable time on their timecards, you will have a corresponding decrease in productivity (approx 9% decrease).

Less time in the office may be moderately disruptive. There is also a possibility that those employees who choose not to exercise will be upset at the time provided to those in the program. This could offset some of the benefit derived from the exercising staff.

I don't believe that an exercise program would affect any of the above negatively. We have a good staff and their workout program can be adjusted in order for them to meet their needs. If they or the supervisor finds that it might interfere with a meeting or deadline, they can adjust the workout schedule accordingly.

It is difficult to meet the demands of daily job-related tasks, deadlines, meetings and email without the disruption of an exercise program. Removing time from the current schedule will only reduce the amount of time available to perform these tasks. If the exercise program was implemented without reducing the amount of time working on tasks, it might be beneficial; however, it will create a challenge for supervisors to track.

Our civilians already have many opportunities to get away from the office. They can telework, they take RDOs, and they have plenty of leave. It's already somewhat difficult to complete the above items - working out during the day will only add to that difficulty.

It would have no impact on my staff. They incorporate the above into their schedules already. Adding a workout to the above list would fit in as their schedule allows. I would encourage them to add workout as a scheduled item on their calendar so things could be looked at during the day to accomplish all tasks.

| |
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| Exercise clears the head and allows more productivity significantly over and above the time we would allow for it during the work week. |
| Past personal experience and current practices within the office. |
| Simple - healthy and content people are far more productive. |
| we'll plan and schedule around the conflicts |
| Obviously if you are able to workout during the workday there is going to a loss somewhere. Now i am not certain it would be enough to affect daily operations. |
| Impacts would vary, based on job requirements and length of time required to workout, transit to/from the gym, shower, and change. If an employee performed a typical 20-minute workout at the gym, I would expect that to effectively eliminate an hour of their day (figuring 5-10 minutes transit time each way and 10 minutes changing/shower time). Given an 8-hour work day, the loss of 1 hour per day would be significant, and would be expected to disrupt all of their work functions to some extent. |
| Working out will allow people to become more productive during the day, but may create challenges for scheduling. |
| If time is spent exercising versus working, the only logical conclusion is that there will some disruption to how tasks are completed. |
| I have been at places that have a civilian exercise program it is improved job preformance and satisfaction. It allows you to focus and concentrate better and shows your employer cares about you as a whole person. |
| Reduced at-work hours will be moderately disruptive, but not impact high priority commitments |
| Completing daily tasks may be impacted if reacting to "fix problems" Otherwise deadlines for projects should not be impacted since generally the employee has enough time to plan accordingly. Time Management. Tough to coordinate meetings so as it is among a group of supervisors, so available time will be impacted, but not a show stopper. |
| Personal experience and observing others who currently exercise. |
| I note the improvements in in own performance. |
| An exercise program (carved out of the work day) would reduce employee availability for all work tasks by 8-10% for a given week. Because of that absence, all tasks above would logically feel some impact, especially those that had short notice requirements and couldn't be planned in advance. |
| My responses are based on planning processes. By offering a the oppurtunity for working out during the work day does not make it mandatory. The employee should be responsible enough to understand that if their work is not completed then there privalege will be revoked. |
| We have a child to teacher ratio that must be maintained at the CDC. To have staff exercise it would mean hiring replacements to work with the children while staff exercise! Not cost effective. Responding to emails is the least of what we do here. |
| You are taking employees away from their desk and reducing the amount of time that they work. There may be other benefits to offering the exercise program, but let us be clear that it is disruptive to our primary purpose. |
| satisfied employees and healthy employees with less mental distraction due physical exertion, are more productive employees. |

| | | |
|--|------------------------|-----------|
| Not being at your place of work, does not allow you to do work while you're not there. If you are working out, you can't respond to the immediate needs of the job. | | |
| I create the civilians work schedule, therefore I know what they do and when they do it. | | |
| Employees can manage their work hours to accommodate an exercise program with minimal, if any, disruption to their productivity. In fact, productivity may increase with a daily exercise program. One exception, is the attendance at meetings. Senior Officers and Executives have limited availability for meetings. Their schedule usually permits adhoc meetings during/near lunchtime or the end of the work day. This disrupts normal workout times for the individual. | | |
| My answers to 7 are based on my current perception. I would need to evaluate the impact during a trial in order to provide a more informed response. | | |
| The employees in my office are motivated to get the job done and manage their time effectively to meet deadlines. Taking time to workout will not change this. | | |
| Given that a workout program is instituted, the staff should be allowed flexibility to manage their schedule such that they schedule their workout around meetings. As mentioned in block 6.A., a fit staff is more alert, with lower absenteeism rates, and higher productivity. That is the trend I have personally witnessed while working with a military staff that participate in a dedicated workout program. | | |
| this program will have negligible impact on employees that already work-out; those that do not work out should find, over time, that they have more energy and better resilience which will positively impact the entire work force, and output. | | |
| assume exercise time period could be tailored to work around the employees work schedule, and that employees would still be working their required hours. | | |
| I arrived at my most frequent response of no impact due to what I see as a potential improvement of increased productivity (due to employees getting out of the office and doing something different) balanced with the employees being out of the office and thus not able to get work done and not being available for customers. However, the flexibility allowed for under the program should not impact meetings/training/other scheduled events. | | |
| Exercise is proven to stimulate energy, mental acuity, and enthusiasm. They will come back from exercise refreshed and better able to handle the above tasks. | | |
| As long as they're working out during lunch, I see no impact. | | |
| Observation of those that exercise against those that do not. | | |
| Based it on my personal experiences and experiences as a supervisor for an agency that allowed exercise during the workday. | | |
| | Valid Responses | 78 |
| | Total Responses | 86 |