



## **ADMINISTRATIVE PROCEDURE**

**ADMINISTRATIVE PROCEDURE NO: AP 311.01**

**RELATED TO POLICY NO. 311**

**TITLE: COMPENSATION AND BENEFITS – USE OF FITNESS CENTER**

As part of UCC employees' total compensation package, all full time employees may use the UCC Fitness Center. Usage is limited to normal operating hours, when the facility is supervised, and when the facility is not being used for instruction or student/team activities.

Prior to initially utilizing the Fitness Center, employees must receive orientation from the Department Chair or his/her designee. Employees will show their identification card and be enrolled in a fitness class.

DATE OF ADOPTION: 01-15-13 by EC

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: