



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

EMPLOYEE RECREATION HOSPITAL FACILITIES

Effective Date: October 18, 2016

Policy: HR-09

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- I. PURPOSE:** To establish guidelines for employee utilization of hospital recreation facilities in the Therapeutic Learning Center (TLC).
- II. POLICY:** Montana State Hospital (MSH) recognizes the benefit of employee physical recreation to the overall moral and health of employees; MSH will allow the usage of recreation facilities at the TLC for that purpose.
- III. DEFINITIONS:**
 - A. Employee –Any person actively employed by the State of Montana.
 - B. Rehabilitation Therapy Services (RTS) – Hospital program responsible for Rehabilitation Therapy Services and Recreation Facilities within the Hospital.
- IV. RESPONSIBILITIES:**
 - A. All employees must abide by the guidelines of this policy and use recreation facilities in a safe professional manner.
 - B. It is the responsibility of staff assigned to the RTS Program to monitor employee recreational facility usage for guideline compliance.
- V. GUIDELINES:**
 - A. Employees using recreational facilities in the TLC are required to sign and acknowledge a Personal Recreation Activity Waiver. The waiver will be kept on file with the RTS Program.
 - B. An employee may not utilize the TLC recreational facilities without the presence of RTS staff. TLC access for the purpose of staff utilization of recreation facilities without RTS staff in attendance is prohibited.
 - C. Employee usage of the TLC recreational facilities is to be on an employee's non-work time and acknowledged by the employee's direct supervisor.

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- D. Schedules of other employees may not be altered without mutual agreement of the affected employees to accommodate an individuals desire to utilize recreational facilities.
- E. Patient utilization of Hospital recreational facilities is a priority over all employee recreation.
- F. Employee recreational usage of the TLC may be prohibited at any time in the event such determination is made by Hospital Administration. The hospital is not obligated to make facilities or equipment available to employees and doing so does not establish a past practice precedent.

VI. REFERENCES: None

VII. COLLABORATED WITH: Hospital Administrator, Rehabilitation Department Manager.

VIII. RESCISSIONS: HR-09, *Employee Recreation – Hospital Facilities* dated December 30, 2013; HR-09, *Employee Recreation – Hospital Facilities* dated December 23, 2015; HR-09, *Employee Recreation – Hospital Facilities* dated October 30, 2006; HR-09, *Employee Recreation – Hospital Facilities* dated September 1, 2002; HOPP HR-03-97-R, *Employee Recreation – Hospital Facilities* dated June 19, 1997.

IX. DISTRIBUTION: All hospital policy manuals

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Director of Human Resources

XII. ATTACHMENTS: For internal use only.

- A. Voluntary Exercise Disclosure Form

Signatures:

Jay Pottenger
Hospital Administrator

Todd Thun
Director of Human Resource