

Title:	Off-Duty Athletic Activities	
Purpose:	To establish policy and procedures and assign responsibilities for approval of employee participation in City sanctioned off-duty athletic activities.	
Issued by:	Industrial Safety and Workers' Compensation	Date: August 1, 2019
References:	Mayor's Directive 102 (2-19-74)	

I. **POLICY**

No department or agency head shall issue notices or actively support any off-duty athletic activity or event unless approved under the provisions of this policy. Notices that regulate, coordinate, sanction or tacitly approve an off-duty athletic activity shall be avoided.

II. **BACKGROUND**

Decisions of compensability by the State Department of Labor and Industrial Relations and the Labor Appeals Board under the Hawaii Workers' Compensation Law (Chapter 386, HRS) require the adoption of this Off-Duty Athletic Activities policy. Since the issuance of Mayor's Directive 102 in 1974, there have been times when departments and agencies unknowingly placed the City in a position of extreme workers' compensation liability for injuries to employees engaged in off-duty athletic activities. Most of these situations occurred when a department or agency head, manager or supervisor tacitly approved an activity or event by coordinating or leading the efforts to promote its success. Notices or bulletins that inform participants that they will not be covered under workers' compensation or the signing of waivers do not necessarily absolve the City of workers' compensation liability.

III. **RESPONSIBILITIES AND PROCEDURES**

A. **Departments and Agencies**

1. Comply with this policy.
2. Submit requests for approval of off-duty athletic activities to the Director of the Department of Human Resources (DHR). Requests should justify the activity or event on the basis of job relation and should list City or department benefits. Also include dates, times and location of the activity; physical requirements and medical clearances needed for participation; rules to limit risk of injury; the need for waivers, if appropriate; and any other information that can be useful in assessing the potential liability of the City.
3. Do not coerce, obligate, or require employees to participate in any off-duty athletic activities. Participation is purely voluntary.
4. Organize approved off-duty athletic activities in such a manner that the City does not benefit in any way from the activities.
5. Supervise approved off-duty athletic activities to ensure proper safeguards and adequate safety measures.

B. Department of Human Resources (DHR)

1. Review department or agency requests for off-duty athletic activities and approve or disapprove these requests.
2. Maintain records of approved off-duty athletic activities.
3. Provide workers' compensation benefits to employees injured while participating in a sanctioned off-duty athletic activity, as appropriate.

C. Honolulu Emergency Services Department, Health Services

1. At the request of departments or agencies, conduct a medical records check of employees wishing to participate in approved off-duty athletic activities. Approve or disapprove an employee's participation or continued participation on the basis of health risks.
2. Reexamine employees with injuries or illnesses and issue a clearance before they participate in future off-duty athletic activities.

D. Employee

When participating in off-duty athletic activities not approved under this policy, avoid any actions that would give the impression that the City sanctioned or approved the activity. This includes the wearing of uniforms identified with a City department or agency, displaying City emblems or logos or using department or agency designations or abbreviations.