



HRS/Benefits Internal Policy

Subject:	Wellness on Wheels (WOW)
Policy Owner:	CEO-Human Resource Services (HRS)/Benefits
Approval Date:	1/01/2024
Revision Date(s)	n/a
Version No.:	1.0

A. Purpose

The County of Orange (“County”) is committed to providing wellness tools and resources to employees. The Wellness on Wheels (WOW) Program is an extension of the County Administration South (CAS) Wellness Center and will provide departments outside of the Civic Center area easier access to similar programming that is offered at the Wellness Center. The goal of the Program is to encourage and support employee health, morale, and productivity by offering a variety of opportunities for employees to incorporate wellness into their lives.

This document establishes consistent procedures for the WOW program, which is provided as a convenience for off-duty use, similar to the CAS Wellness Center.

B. Wellness on Wheels Program

WOW helps engage County of Orange employees and connect their teams through educational and interactive classes, helping build stronger teams and improve wellbeing by creating a positive and inclusive work culture.

C. Annual Budget

Funds for the WOW program are provided at the courtesy of the County’s Health Plans. Should the County’s Health Plans reduce or eliminate this funding, the WOW program may be reduced or terminated. The current annual budget is \$24,000. Once the budget has been exhausted for the year, WOW events will not be scheduled.

\$24,000.00	Estimated 5 classes per week with 40 participants per day at \$2.40 per person
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D. Guidelines

All requests for WOW events will be reviewed by Human Resource Services/Employee Benefits and/or Wellness Center Coordinator and Wellness Program Manager to determine if the guidelines have been met. Requests for WOW events are not guaranteed, and while every effort to fulfil request will be made, some may not be fulfilled.



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1. Types of classes may include lunch and learns, cooking and food prep demonstrations, fitness, crafts and guided meditation; and will focus on the five pathways of wellness: physical, emotional, financial, and social/environmental.
2. Activity expenses will not exceed the \$2.40 per person without the prior approval of the Wellness Coordinator.
3. Classes with over 40 participants will need the approval of the Wellness Center Coordinator and/or Wellness Program Manager.
4. A 30-day lead time for event requests and 45-day lead time for onsite Health Coaching is recommended.
5. An Event Coordinator will be designated for the requesting department and will be the point person for setting up the event and the main contact person for employees in the department.
6. Participating in a WOW even can be done during your break times or by posting leave balances. Employees are to request approval from their supervisor in advance if requesting to post leave balances. Participating in a WOW event is intended to be done while off-duty or by posting applicable time off codes, with supervisor approval.
7. Employees participating in a WOW may be required to supply their own materials/equipment.
8. Prior registration and signed release waiver of liability is required for all participants.
9. Events should be scheduled during office location's standard building operating hours and should not start before 9:00am and should end by 6:00pm.
10. County locations that have not previously had a WOW event onsite will take priority.

E. Responsibilities

1. Human Resource Services/Employee Benefits and/or Wellness Center Coordinator duties include:
 - a. Develop the list of program offerings with descriptions
 - b. Set capacity expectations or limits
 - c. Maintain website with up to date list of WOW program offerings and schedule of available dates
 - d. Coordinate Wellness Center staff scheduling
 - e. If needed, will capture to the department's goals, objectives, and team preferences to recommend the best fit for the event and team
 - f. Assess the request to determine if the event is within reason and program's guidelines
 - g. Assess if within the Wellness team's bandwidth prior to committing to an event
 - h. Create the event in the scheduling system and provide a link to the private event that will be distributed to eligible participants
 - i. Develop a promotional flyer for the department to use for marketing
 - j. Order supplies/ track inventory for WOW classes
2. Requesting Department Event Coordinator duties include:



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- a. Schedule the event from the authorized list of classes/activities with assistance of the Wellness Center Coordinator
- b. Serve as the contact person for the department
- c. Distribute communications and promotional materials for the event
- d. Schedule the room and ensure it is set up for the day of the event
- e. Distribute and gather all required forms for participants, including the CAS Wellness and Fitness Center Release and Waiver of Liability forms

F. Procedures

To reserve your event, fill out the WOW Reservation Form, select your preferred activity and date. We encourage you to book at least 30 days prior to your event to secure your spot, allow enough time to order supplies, and schedule staff accordingly.

1. Participation in a WOW event:
 - a. Prior to participating in a WOW event, employees are required to complete Attachment A – Fitness Center Liability Waiver and Information Form. An electronic version of the form is provided when registering up for Wellness program offerings and can be downloaded from the Wellness Center website.
 - b. Registration for the WOW offerings will only be accessible for employee booking with a direct link provided from Wellness Center Coordinator to department contact; event will not be posted publicly on Wellness Center website.
 - c. Proper fitness attire including closed-toe athletic shoes and clothing are required for fitness activities.
 - d. Prior to participating in a fitness class, it is recommended to seek the advice of a physician.
 - e. Adhere to safe use of equipment, which do not cause undue risk of injury to self or others. Workers' compensation does not provide benefits for injuries sustained while participating in voluntary off-duty recreation or fitness activities.

G. Definitions

Term	Definition
CAS Wellness Center	The Wellness Center at the County Administration South is located on the first floor of the building at 601 North Ross Street, Santa Ana, CA 92701. It is open Monday through Thursday from 9 a.m. to 4 p.m. and 9 a.m. to 2p.m. on Fridays (hours are subject to change).
Employee	Regular, Probationary, or Limited-term Employee, Extra Help Employee, Temporary Employee, Paid Intern, Court Employee, or Special District Employee who access the CAS Wellness Center.
Event Coordinator	A member of the requesting department is responsible for setting up the event and will be the main contact person for employees in the department.



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Term	Definition
Wellness Center Staff	Wellness Center Coordinator (714) 834-3124 CountyWellnessCenter@ocgov.com
Wellness Center Website	https://countywellnesscenter.weebly.com/
Bookeo	Scheduling System used to input, monitor and schedule Wellness Program offerings.

H. Attachments

Title
Attachment A – CAS Wellness and Fitness Center Release and Waiver of Liability
Attachment B – WOW Reservation Form