



Subject:	CAS Wellness and Fitness Center Policy
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Policy Owner:	CEO-Human Resource Services (HRS): <small>DocuSigned by:</small> <i>Colette Farnes</i> <small>AB8D58FBE494428...</small>
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A. Purpose

The County of Orange ("County") is committed to providing wellness tools and resources to employees. The goal is to encourage and support employee health, morale, and productivity through participation in the CAS Wellness and Fitness Center activities, located in the County Administration South (CAS).

This document establishes consistent procedures for access to and use of the CAS Wellness and Fitness Center activities including use of space and equipment.

The facilities are provided as a convenience for off-duty use. Parking is available at surrounding, County parking structures and lots. The County will not reimburse for parking expenses. Security cameras are installed throughout the Wellness and Fitness Centers. HRS reserves the right to review the video/footage from these security cameras for safety purposes and to ensure compliance with this policy.

All on-site fitness centers/gyms must also comply with the State's health guidelines.

B. County of Orange Employee Fitness Center

County employees (Regular, Probationary, or Limited-term Employee) are eligible and shall receive priority to become a member of the CAS Fitness Center located in the CAS building. Other County employees may be considered for membership depending on the number of regular County employees on the waitlist and the circumstances of the employee's position within the County (hours worked per pay period, expected length of employment with the County, etc.)

Memberships are granted from the established waiting list. If there is not an active waiting list, memberships will be granted on a first come first served basis. Due to the limited capacity of the CAS Fitness Center, the priority of memberships will be given to **full-time Regular or Limited-Term County** employees.



Before membership is granted, CAS Fitness Center Members are required to complete and send to the Wellness Center staff (see section F. Definitions):

- Attachment A – Fitness Center Application
- Attachment B – CAS Wellness and Fitness Center Release and Waiver of Liability
- Attachment D – Payroll Deduction Form as part of the application process

Once memberships are granted, a non-refundable enrollment fee of \$25, will be payable through payroll deduction (see Attachment D). Membership dues will be taken on a month-to-month basis and automatically deducted through a payroll deduction (see Attachment D), based on the type of membership elected.

- Fitness Center Member = \$10 per/month – Membership includes access to shower facilities, lockers, and fitness equipment.
- Shower Member = \$5/per month – Membership includes access to shower facilities and lockers only.

Members are permitted to use the CAS Fitness Center spaces, designated by the type of their membership, during hours of operation. The number of memberships and the amount of dues are subject to change based on usage and equipment/maintenance needs.

Members may terminate their memberships at any time. Requests to terminate a membership must be received and confirmed with Wellness Center staff by the 7th of the month for the termination to be processed in the same month. Otherwise, the monthly membership dues will be deducted through payroll and will be non-refundable.

If a member goes on an approved leave of absence or has a medical condition preventing them from using the CAS Fitness Center, they will need to email Wellness Center staff at least 72 hours prior to request that their account is suspended or cancelled. Requests to suspend an account due to a medical condition, must be accompanied by a physician's letter. Otherwise, the monthly membership dues will be deducted through payroll and will be non-refundable.

If the CAS Fitness Center has a waiting list, members will have their membership cancelled if it is inactive for thirty consecutive days, unless prior arrangements have been communicated with the Wellness Center Staff. A member having their CAS Fitness Center membership revoked has the right to respond in writing to the revocation within 10 business days of being notified. The Wellness Center Committee (see section F. Definitions) will analyze and consider the member's written response when making the final determination on the revocation. If membership is revoked, the member may request to be added to the waiting list. There will be no refund of the CAS Fitness Center monthly dues if membership is revoked.

Fitness equipment and 5-year maintenance of equipment was provided in partnership with CIGNA. Future maintenance of equipment will be done solely through membership dues.

C. County of Orange CAS Wellness Center

The CAS Wellness Center does not require any membership. Participants are required to complete the Wellness Center Liability Waiver Form prior to beginning participation (see Attachment B). Participants can use the flexible space for wellness activities such as streaming workout videos. County staff with valid fitness certifications (i.e.



Pilates, yoga, etc.) may also volunteer to lead a class which requires a completed Certified Instructor Form (see Attachment C).

Participants are permitted to use the CAS Wellness Center during hours of operation (noted below in section E. Definitions).

D. Responsibilities

1. Human Resource Services/Employee Benefits will provide a Wellness Coordinator stationed at the Wellness Center, which is adjacent to the Fitness Center at CAS, who will oversee the CAS Wellness and Fitness Center Program including, but not limited to the following activities:
 - a. Plan and coordinate monthly Wellness Center calendar of activities
 - b. Ensure fitness instructors have valid certifications
 - c. Develop and distribute CAS Wellness and Fitness Center handouts, materials and resources as available
 - d. Update the CAS Wellness and Fitness Center webpage on the Intranet with information regarding class descriptions and schedule
 - e. Distribute and gather all required forms for the CAS Wellness and Fitness Centers
 - f. Monitor preventative maintenance work performed by a vendor
 - g. Set up and audit payroll deductions for CAS Fitness Center membership fees
 - h. Set up proper access for CAS Fitness Center members with paid memberships
 - i. Coordinate schedules for Tele-health and Meditation rooms
 - j. Review the video/footage from these security cameras for safety purposes and to ensure compliance with this policy
2. CAS Wellness Center participants and Fitness Center members are responsible for following this policy and the procedures listed below.

E. Procedures

CAS Wellness Center participants and Fitness Center members are responsible for conducting themselves in an appropriate manner. Use of either facility must not negatively impact work performance or attendance in any way. The following procedures and all rules posted throughout the CAS Wellness and Fitness Center must be adhered to when utilizing the spaces.

Use of the CAS Wellness or Fitness Centers is not considered County time and must be done during employees' personal time.

The County reserves the right to refuse or cancel membership/participation to employees based upon the following circumstances:

- Failure to comply with the procedures of this policy
- Displaying abusive behavior to staff or other members of the CAS Wellness and Fitness Center
- If the member ceases to be a County employee, or for other legal reasons

**County Policy**

1. General CAS Wellness and Fitness Center Usage:
 - a. See Something, Say Something. Report any issues and equipment failures to the Wellness Center staff.
 - b. Be courteous and respectful to each other. Any violent, abusive, aggressive, or offensive behavior will not be tolerated.
 - c. The County is not responsible for lost or stolen items. Clean up after yourself while using the facility and leave the space in the same condition as when you arrived. Participants must use the wipes provided to wipe down equipment after every use.
 - d. Adhere to safe use of facilities and 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.
 - e. Seek the advice of a physician prior to utilizing the space and equipment in the CAS Wellness and/or Fitness Centers.
 - f. The CAS Fitness Center showers and lockers are accessible to those who have membership/approved access to use shower.
 - g. Equipment is not to be moved outside, unless authorized to do so.
 - h. Report any concerns/comments to the Wellness Center staff.

2. Participation at the CAS Fitness Center:
 - a. Before membership can be activated, employees are required to complete Attachment A – Fitness Center Liability Waiver and Information Form and Attachment D – Payroll Deduction Form.
 - b. Employee ID badge is required for access to the CAS Fitness Center. Access will be granted once membership is confirmed by the Wellness Center staff.
 - c. Access to and use of the CAS Fitness Center is only allowed during the established hours of operation.
 - d. Sharing of County ID badge to enter and exit the CAS Fitness Center is prohibited and will result in loss of center privileges.
 - e. Members are responsible for reviewing the Fitness Center Orientation presentation (Attachment F) and understanding the proper use of the equipment.
 - f. When utilizing the CAS Fitness Center, proper fitness attire including closed-toe athletic shoes and clothing are always required (i.e., full length shirts and athletic pants or shorts). Exceptions will be made in the locker room, and for specific activities that may require bare feet (i.e. yoga).
 - g. Members are encouraged to seek independent assistance (outside of the Fitness Center) on the correct way to use exercise equipment prior to using the facility. It is the member's responsibility to seek this assistance before utilizing equipment.
 - h. During busy times or when people are waiting and/or the fitness center is at maximum capacity, please limit use of equipment and space to 30 minutes.
 - i. Lockers are first-come, first-served daily. Use of lockers is for workout time only. All contents in lockers must be removed after each visit. The Wellness Center staff can assist with opening locks, as needed, during scheduled business hours. Wellness Center staff has the right to remove any contents left in a locker at the end of each day.
 - j. Members must bring their own, clean towel for every use.



3. Participation at the CAS Wellness Center:
 - a. Participants are required to complete Attachment B – Wellness Center Liability Waiver Form, prior to beginning participation. An electronic version of the form is provided when you sign up for an appointment in the Wellness Center, otherwise the form can be requested from a member of the Wellness Center staff.
 - b. Participants can contact the Wellness Center staff to reserve the flexible program space to conduct wellness activities such as streaming a video for their own use or with a group. (See Attachment E for the CAS Flexible Wellness Space Form).
 - c. Employees who are interested in conducting a class and have a fitness certification, they must submit the Certified Instructor Form to the Wellness Center staff (see Attachment C).
 - d. Meditation space can be reserved through the Wellness Center staff for 15-minute increments, and will be on a first-come, first-served basis. Walk-ins are served when available, but employees with reservations are priority.

F. Definitions

Term	Definition
CAS Fitness Center	The Fitness Center at the County Administration South is located on the first floor of the building at 601 North Ross Street, Santa Ana, CA 92701. The CAS Fitness Center is open Monday through Friday from 5:00 a.m. to 8:00 p.m. and only accessible through County employee ID badge of those who have membership (hours are subject to change).
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).
Member	County Employee with an active CAS Fitness Center membership.
Participant	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.
Wellness Center Staff	Wellness Center Coordinator (714) 834-3124 CountyWellnessCenter@ocgov.com
Wellness Center Committee	The Committee consists of representatives from the County Executive Office/Human Resource Services/Employee Benefits.



G. Attachments

Title
Attachment A – CAS Fitness Center Application
Attachment B – CAS Wellness and Fitness Center Release and Waiver of Liability
Attachment C – CAS Certified Instructor Form
Attachment D – Payroll Deduction Form for CAS Fitness Center
Attachment E – CAS Flexible Wellness Space Form
Attachment F – Fitness Center Orientation