County of Santa Clara

Employee Wellness Division
1400 Parkmoor Avenue, Suite 120A
San Jose, California 95126
Main: 408.885.3620
Fax: 408.938.4519

Class Participant Code of Conduct

Our Class Participant Code of Conduct outlines a list of expected actions as class participants; the actions listed below are not an all-inclusive list. This Code of Conduct will be enforced by the Employee Wellness Division (EWD) and fitness instructors.

Employee Wellness Commitment

The Employee Wellness Division is committed to safeguarding and promoting the well-being of County employees. Classes are offered to support your health and wellness goals. Instructors, participants and staff are expected to show respect and understanding for the safety and welfare of others.

Participant Responsibilities

All individuals are asked to observe common courtesies at all times when participating in Employee Wellness classes. Each participant takes full responsibility for their own health and safety in participating in the fitness class(es). Should any unusual symptoms occur, participant should cease participation and inform the staff of the symptoms. Health experts suggest that you talk to your doctor before you start an exercise program. Participants are expected to share the responsibility of safety and agree to follow safe procedures, and to avoid unnecessary and hazardous situations.

Class Attire/Equipment

- All participants are required to wear exercise clothes and athletic footwear (unless noted by instructor).
- If class is a floor exercise, please bring your own mat or towel.
- Water and hand towels are recommended.

Class Etiquette & Safety

- Arrive on time. If you are more than 15 minutes late you will NOT be allowed to participate. If you arrive late, but within the allotted time to safely participate, take a spot that will be least disruptive to the class.
- You are responsible for advising their fitness instructor of any existing injuries or limitations prior to class starting.
- Monitor and adjust your level of intensity at the appropriate level for your fitness condition. Modify your own workout accordingly or ask the instructor for exercise modifications.
- Space is first come, first served. Please only take space that you need for yourself.
- Be considerate of your neighbors' space when you set up your mat. Provide other participants adequate space to work out.
- As a County-sponsored program, adherence to County of Santa Clara Injury & Illness Prevention Plan; The County's IIPP SB198 Safety Plan; Chapter 22: Violence in the Workplace is strictly enforced.
- Cell phone and pagers should be used outside of the class.

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Ken Yeager, S. Joseph Simitian
County Executive: Jeffrey V. Smith
Revised: 10/11/18
Class Admission:
- **All fitness class enrollment will be conducted by a lottery.** Eligible employees* can add themselves to the Interest Waitlist for each class desired*. Once the lottery registration period is over, Employee Wellness will conduct a random lottery to select class participants. Only registered participants are allowed into the class.
- Sign-in to each class for yourself only. Other participants are not allowed to sign-in on your behalf.
- Submit a completed waiver for class(es) in which you are enrolled.

Cancellations, Make-ups:
- Classes are subject to minimum/maximum participation limits, instructor/location changes, and/or cancellations.
- There are no credits or make-ups for missed classes.

Class Attendance:
- **Attendance at the first class is required or you will be automatically dropped.** If you are unable to make it to the first class, you must contact the Employee Wellness Division prior to the first class.
- If you miss a total of 3 classes, regardless of circumstances, you will be automatically dropped from the class to allow waitlisted employees to benefit from the classes.
- Participant attendance will be monitored for each class. If a participant receives an “Unsuccessful” in consecutive quarters, the Employee Wellness Department reserves the right to drop the participant to allow other employees to register.
- If you will be on vacation or medical leave for an extended period of time, the Employee Wellness Division may/will drop you from the roster in order to allow employees from our waitlist an opportunity to attend.

If you have questions about fitness classes offered by the Employee Wellness Division please contact us at 408-885-3620 or wellness@ewd.sccgov.org during regular business hours, Monday to Friday, 8am to 5pm.

*Class Eligibility.* Classes are only available to full or part time benefited County employees. Unfortunately, extra-help, contractors, interns and retirees are NOT eligible to register for fitness classes.