



Wellness Activities on King County Property

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Purpose & Overview

King County's Employee Health & Well-Being program provides opportunities for employees to be healthy and well at work, which reduces health care costs and improves performance and job satisfaction.

King County supports employee efforts to organize onsite health and well-being programs. Employee-sponsored activities (group exercise, chair massage, etc.) may be held on King County property. Additionally, employees may organize and self-pay for wellness activities led by providers on King County property provided the guidelines in this policy are met.

Wellness Activities

- Activities are to be attended by county employees only; non-employee guests may not attend.
- Participation in activities must occur on the employee's own time.

Instructors & Massage Providers

- All outside instructors/providers must be sponsored by an employee. Employees hire the instructor or provider directly and are responsible for all costs incurred. King County is not involved in any process of procuring or contracting with instructors/providers and in no event shall King County be considered the employer of the event instructor/provider.
- Outside instructors/providers must be accompanied by a King County employee at all times when in secured King County worksites.
- All work (e.g., scheduling, posting class notices, etc.) done by employee-sponsors or employees leading classes must be done on the employee's own time.
- As a prerequisite to use county property for classes, instructors or their agency are required to carry Commercial General Liability insurance in the amount of \$500,000 per occurrence/\$500,000 in the aggregate and provide a certificate of insurance evidencing this coverage.
 - Instructors will name King County, its officers, officials, agents, and employees as additional insureds and provide a copy of the additional insured endorsement to King County Risk Management (Mailstop: ADM-ES-0320).
- Instructors must post their insurance certificate and endorsement naming King County as an additional insured, and any relevant certification onsite while class is in session.
- Massage therapists must be licensed with the State of Washington and display a copy of their license during massage sessions.
- Employees participating in onsite activities are required to verify insurance and applicable certification before participating in onsite activities.

Rooms & Equipment

- King County rooms must be reserved following normal room reservation systems; agency managers have the authority to determine if activities are appropriate for the space requested.
- Rooms must be used in a manner respectful of other county business and county property; if a conflict for room time arises, all county business takes priority.
- All permissions for building use shall be for specific dates; no “open ended” permissions will be provided.
- Use of the building shall be restricted to delivery of services; it shall not be expanded to such uses as sales or promotions of goods or products.
- If a conference room is managed by a Department/Agency or Division, then the employee may move furniture for the class (tables, chairs, etc.). In this case, class attendees must return the furniture to regular use.
- If a conference room is managed by FMD, then FMD is responsible for moving furniture (tables, chairs, etc.) and the requesting employee is responsible for associated costs. Contact FMD Customer Care at Customercareservices.fmd@kingcounty.gov or at 206 477-9400 for information on which rooms this applies to and the associated cost.
- Storage of special equipment used for onsite activity classes or chair massage that is not King County property may be arranged by worksite with the building tenant committee or applicable authority. If storage is not available, equipment must be transported to and from the site by the instructor or provider.
- With FMD approval, county employees may use county-provided bulletin boards to promote attendance at wellness activities held on King County property. Advertisement of offsite services will not be allowed. Please contact FMD Customer Care at customercareservices.fmd@kingcounty.gov or 206-477-9400 for information on how to get a notice approved.

Employee Responsibility

- Employees who facilitate wellness activities may not financially benefit directly or indirectly in any way from the instructor's hiring agreement or the activities.
- Activities led by county employees on county property are permissible if the employee volunteers to lead the activity and does so on the employee's own time. Employee-led activities are subject to the same rules set forth above.
- Employees are not allowed to charge for leading activities on county property. Employees who charge for leading activities must take such activities off county property and may not advertise their services using county property or equipment (including bulletin boards).

Questions/Comments

Contact Employee Health & Well-Being at 206-263-8222 or HealthyIncentives@kingcounty.gov