

Physical Activity Classes and Chair Massage on King County Property

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Purpose and overview

King County's Employee Health & Well-being section provides opportunities for employees to Eat Smart, Move More and Stress Less at worksites, reducing health care costs for the county and improving performance and job satisfaction.

In 2009 a HR Policy was implemented to provide parameters and structure for employees who wished to continue to organize onsite physical activity programs. King County supports such employee efforts to maintain or improve health. Therefore, employee-sponsored classes may be held on King County property.

Employees may organize and self-pay for physical activity classes and chair massage led by providers on King County property provided the guidelines in this policy are met:

Classes (including onsite massage appointments)

- Classes are to be attended by county employees only; no non-employee guests may attend
- Attendance may not discriminate on the basis of any of the protected groups as defined under Section 5.1 Executive Policy "Nondiscrimination and Anti-Harassment Policies and Procedures" PER 22-3-3 (AEP) September 29, 2002.
- Participation during scheduled working hours is prohibited.
- All participants (including the paid instructor) must sign and return a [waiver form](#) and the parties conducting events will collect the waivers and provide them to King County Risk Management (ADM-ES-0320); parties conducting events (instructors) in county buildings assume all financial responsibility for any injuries experienced by the participant, themselves or any third party arising out of the employee sponsored events/ training; King County shall not be responsible for property loss experienced by meeting attendees as a result of meeting attendance.

Instructors (including massage providers)

- All outside instructors must be sponsored by an employee. Employees hire the instructor directly and are responsible for all costs incurred; King County is not involved in any process of procuring or contracting with instructors and in no event shall King County be considered the employer of the event instructor.
- Outside instructors must be accompanied by a King County employee at all times when in secured areas of 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 of 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 (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 classes are required to verify insurance and applicable certification before participating in onsite classes.

Rooms and Equipment

- King County rooms may be reserved for this purpose; rooms must be reserved following normal room reservation systems; conference room 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 other 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 provision of services; it shall not be expanded to such uses as sales or promotions of goods or products.
- Any room preparation and return to regular use (moving of tables, chairs etc.) shall be done by class attendees and/or the employee-sponsor (on their own time).
- 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 similar. In the case that storage is not available, this equipment must be transported to and from the site by the instructor or provider.
- County employees may use county-provided bulletin boards to promote attendance at these classes; all promotion must relate to classes held on King County property – no advertisement of services available offsite will be allowed.
- Room use guidelines should be developed by a building tenant committee or similar at each site as necessary if there are issues related to use falling outside of the above procedures.

Employee Responsibility

- Employees who facilitate these classes may not financially benefit directly or indirectly from the instructor’s hiring agreement or the classes or events in any way
- Classes taught by county employees on county property are permissible where the employee volunteers to lead the class. Employee-led classes are subject to the same rules set forth above. Employees are not allowed to charge for teaching classes on county property and must teach classes on their own time. Employees who charge for teaching classes 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 HealthyIncentives@kingcounty.gov