

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

Subject:  
**WELLNESS PROGRAM**

Regulation No:  
2.41

Effective Date:  
January 15, 2020

Supersedes: March 5, 2005; February 3, 2009; July 1, 2010; June 1, 2012

**I. OBJECTIVE**

The Town of Vienna's employees are its most valuable resource. The Town is committed to supporting the health and wellbeing of its workforce. In recognition of these facts, a voluntary employee wellness program has been implemented as a means to inform, educate, encourage and aid employees in focusing on healthy lifestyles both on and away from the job.

Components of this include, but are not limited to, physical fitness, nutrition, stress management, self-care, health education, and smoking-cessation incentives.

**II. APPLICABILITY**

All regular Town employees are encouraged to participate in the wellness program.

**EMPLOYEES ARE STRONGLY ADVISED TO CONSULT WITH THEIR PERSONAL PHYSICIAN PRIOR TO BEGINNING ANY FITNESS PROGRAM.**

**III. COMMITTEE**

A. A wellness committee is established consisting of members from each Town division.

B. Each committee member is responsible for:

1. Communicating to coworkers the ideas, events and activities of the wellness committee;
2. Developing, selecting and distributing incentives;
3. Soliciting and receiving input from coworkers on current and future activities of the wellness program.
4. Answering other employees' questions on or about the Town's wellness program.

C. The committee will meet as it deems necessary, but at least quarterly.

D. The committee will elect its own chair.

E. Minutes will be kept of each meeting, copies distributed to each member and maintained on file in the Human Resources office.

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- F. The committee may raise money so long as direct solicitation of cash from area businesses does not occur.

**IV. PARKS AND RECREATION DEPARTMENT CLASSES AND ACTIVITIES**

The Parks and Recreation Department offers many classes related to fitness and wellbeing before- and after-work hours, and some for which employees might be able to use their lunch hour, if an adjustment is permitted by their supervisor. Some of these classes are available to Town employees at a reduced price.

- A. Brochures listing all classes are available on the Town’s Parks and Recreation Webpage for each season of the year.
- B. Classes for which employees can sign up at a reduced registration of \$10 are listed on the attached Appendix. This list may be revised from time to time. Class space is available on a first come, first served basis.
- C. Employees must sign up at the Community Center front desk, in order to register and obtain the preferred rate.

**V. GYM MEMBERSHIP**

- A. The Town works with local fitness franchises to provide special rates for Town employee membership.
- B. Employees may contact a Wellness Committee Member to find a participating gym.

**VI. OTHER WELLNESS INFORMATION AND ACTIVITIES**

- A. Examples for obtaining information and participating activities include:
  1. The American Heart Association Healthy Diet (search online)
  2. State CommonHealth Program ([www.commonhealth.virginia.gov](http://www.commonhealth.virginia.gov))
  3. WW (formerly Weight Watchers) and other nutritional programs, online or at various locations.
  4. Open Gym at the Community Center (Check for hours of availability)
  5. Town-provided wellness classes, guest speakers and demonstrations

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6. Town-sponsored wellness competitions

B. Examples of fitness activities generally recommended for physical wellness. Many are accommodated for persons with disabilities.

1. Walking
2. Running
3. Biking
4. Rollerblading
5. Scootering
6. Team Sports
7. Weight Training
8. Exercise Classes
9. Swimming
10. Golf
11. Tennis
12. Yoga
13. Aerobic and Zumba
14. Hiking
15. Bowling

**VII. DOCUMENTS APPENDED**

Discounted Wellness Classes at Community Center

<i>Signature of Town Manager:</i>	<i>Date:</i>
	January 16, 2020

# **Employees Discounted Rate for Fitness Classes**

The following classes sponsored by the Vienna Parks and Recreation Department are offered to all Town of Vienna employees through the Town's Wellness Program at a flat rate of \$10 per class. Those interested in signing up for a class should stop by the front desk at the Community Center to register. For more information about these classes, see the current Parks & Recreation brochure or visit [www.viennava.gov](http://www.viennava.gov). Questions? Call the Community Center (703)255-6360.

## **PILATES WITH PROPS**

Tuesdays, 12:30-1:30 p.m.

## **PILATES MAT**

Wednesdays, 7:00-8:00 p.m.

## **HATHA YOGA BEGINNER/INTERMEDIATE**

Saturdays, 7:00-8:30a.m.

## **HATHA YOGA EXPERIENCED**

Thursdays, 7:00-8:30p.m.

## **HATHA YOGA BEGINNER**

Tuesdays, 7:00-8:30 p.m.

Mondays 12:00-1:30 p.m.

## **ZUMBA LATIN AEROBICS**

Wednesdays, 7:00 -8:00 p.m.

Saturdays, 10:00-11:00 a.m.

Remember that space is limited in these classes and the cost of \$10 represents a sizeable discount from the regular fee. If you cannot make a commitment to attend, let others have a chance to participate.

## **FREE FITNESS OPTIONS**

### **DROP-IN TAI CHI**

Monday through Friday 7:00-8:00 a.m.

### **ESSETRICS® GENTLE STRETCH**

Fridays 8:15-9:15 a.m.

### **DROP-IN ADULT BASKETBALL/VOLLEYBALL**

Call the Community Center for drop-in hours

### **DROP-IN PICKLEBALL**

Monday, Wednesday, Friday 11:00 a.m.-1:00 p.m.

**Effective January 2, 2020**