



# Physical Activity Policy

## Purpose:

Spartanburg County is committed to promoting physical activity among our employees and providing a work environment that supports health and wellness. Spartanburg County recognizes that being active for 30 minutes or more per day is recommended by the American Heart Association for optimal cardiovascular health. Regular physical activity has also been shown to aid in weight loss, reduce the risk for developing chronic conditions, and reduce sick leave usage and absenteeism. Spartanburg County will encourage supervisors to support all staff who wish to incorporate physical activity during their work day and during break and lunch periods as their workload permits.

## Covered Individuals:

The provisions of this policy apply to all Spartanburg County employees.

## Definitions:

*Physical activity* simply means movement of the body that uses energy and elevates your heart rate above a resting (sitting) state. Approved forms of physical activity during the work day include, but are not limited to, walks on indoor and outdoor walking trails, visiting the onsite fitness facilities, attending an onsite fitness class, walking meetings, taking the stairs instead of the elevator, desk exercises, and regular stretch breaks.

## Encouraging Physical Activity:

1. Supervisors are encouraged, when possible, to schedule working hours that allow an employee who wishes to participate in a *physical activity* during paid working hours to do so. Activities must be scheduled to not interfere with work deadlines and obligations. Employees must provide prior notification to supervisor of participation in activities during the workday and will remain accessible by phone. Employees should discuss flexible work hours for activities not occurring during breaks and lunchtime with their supervisor.
2. Renewal or continuation of approval to participate in *physical activities* subject to this policy will be annual.
3. Spartanburg County will display indoor walking track signage that encourages physical activity for employees.



## Physical Activity Policy

4. Spartanburg County will distribute and display maps with available walking trails, including measured distances. Employees may utilize these maps. Employees are encouraged to use these trails to conduct walking meetings, when appropriate.
5. Employees will have access to the fitness centers located at the Administration Building and Community Services Building at no cost to the employee. Employees must sign a waiver and submit it to Human Resources before using the facilities.
6. Weekly fitness classes will be offered at little or no cost to the employee. Employees must sign a waiver and submit it to Human Resources before attending a fitness class.
7. Spartanburg County will distribute information about programs and events offered through Spartanburg County Parks Department that promote physical activity including adult sports leagues, outdoor recreation programs, and community events.
8. Employees who attend a full working day conference are encouraged to incorporate a 30-minute physical activity break into the meeting.

All employees are required to sign a liability waiver before participating in any of the Spartanburg County fitness centers.

### **Communication of Policy:**

The policy will be communicated to Spartanburg County employees as follows:

1. News and information related to this policy will be posted on the Spartanburg County website.
2. References to this policy will be added to new employee orientation materials and other publications as appropriate.
3. Supervisors will share this policy at staff meetings and during professional development training sessions.

### **Physical Activity Resources:**

Spartanburg County will offer resources and support to assist employees who desire to become more physically active at work. Employees will receive weekly and monthly information about programs available to them. Many of these activities are offered at little or no cost. For more information on physical activity resources, please contact the Wellness Coordinator.

