

County of Henrico

Department of Human Resources

Fitness and Wellness Division

Fitness Training Services and Policies

- **All full-time general government employees have the opportunity to work with a Department of Human Resource's Fitness/Wellness Division Fitness Trainer.**
 - Employees wanting to schedule fitness training sessions should contact the Fitness/Wellness Office by phone at 501-7559.
 - The employee will be assigned to a Fitness Trainer based on the following:
 - The employee's availability to meet with a Fitness Trainer
 - The employee's preference to work with a particular Fitness Trainer
 - The Fitness Trainers' current schedules

- **Physical Fitness Assessments**
 - All county employees have the option to participate in a physical fitness assessment.
 - The employee may choose to have an assessment at the beginning, middle, and end of their fitness training.
 - This assessment can include:
 - Body weight
 - Body fat (Skinfold or BIE)
 - BMI
 - Circumference measurements
 - Cardiovascular endurance
 - Muscle strength
 - Muscle endurance
 - Flexibility
 - Participants wishing to have an assessment do not have to participate in each assessment, but may choose from the services offered.

- **Fitness training sessions**
 - The Fitness Trainer will determine an appropriate fitness training schedule based on the employee's current health status and fitness/wellness goals.
 - Typically one fitness training session a week per employee will be provided.
 - Additional fitness training sessions with the same employee can be scheduled if the Fitness Trainer's schedule is able to accommodate the employee.

- **Cancelation of fitness training session**
 - If an employee needs to cancel or reschedule a fitness training appointment it is the employee's responsibility to contact the Fitness Trainer immediately.
 - If an employee does not show without notification prior to the appointment the Fitness Trainer has the right to refuse future fitness training services to the employee.

Fitness training options

- The availability of the Fitness Trainer, goals of the employee, and the peak usage hours of the Training Facility will determine the duration of the fitness training session.
 - One-on-One Training (30 minutes – 1 hour)
 - Partner Training, 2 people (45 minutes – 1 hour)
 - Group Training, 3 people or more (45minutes – 1 hour)
- **Fitness training files**
 - Fitness Trainers will keep records of all training sessions. These files will hold any documents that may have been used to design and track fitness programming and progression.
 - These files will be kept confidential for Fitness/Wellness Division staff use only.