



# Employee Fitness and Wellness Program

## PROGRAM GUIDELINES 2009

Welcome to the Ohlone College Employee Fitness and Wellness Program. Our objective is to provide the faculty and staff of Ohlone College an opportunity to fully take advantage of the excellent programs and classes we offer. Whether you are interested in beginning an exercise program, or are looking to modify and/or enhance your current fitness program, the Fitness Center instructors will help you achieve your goals.

To utilize the Fitness Center in Fremont and/or the Fitness Lab in Newark you will need to:

1. **Enroll** in one of the following PE courses:
  - a. PE343A2 or 343A3 – Strength and Cardio Training
  - b. PE344A2 or 344A3 - Total Fitness
  - c. PE342A2 – Circuit Trainingor  
**Contribute** a minimum of \$5 per month to the Ohlone College Employee Fitness and Fitness Program. Please see Chris Warden or visit [www.ohlone.edu/instr/exercisescience/employeewellness](http://www.ohlone.edu/instr/exercisescience/employeewellness) for details.
2. Complete the **Fitness Center Orientation**. (Note: If you enroll in PE343 on the Fremont Campus or PE344 on the Newark campus, you may attend the orientation held during the first week of class.)
3. Complete **an Exercise Health Questionnaire** and Fitness Assessment (optional).

### ***TO USE THE FREMONT FITNESS CENTER***

You may drop in any time during open hours. An instructor is available to answer questions and help you with your program during open hours of operation after the first two weeks of the semester. If you already have a workout, have limited time, or want to workout between classes in Fremont, this may work best for you.

#### Hours of Operation – Spring 2009 (January 26 – May 15, 2009)

Monday/Wednesday	8:00 am – 2:00 pm	&	4:00 pm – 7:00 pm
Tuesday / Thursday	7:00 am – 2:00 pm	&	4:00 pm – 7:00 pm
Friday	8:00 am – 2:00 pm		(closed in the afternoon)
Saturday	10:30 am – 12:30 pm		

#### Abbreviated Finals Week Schedule (May 18 & 19, 2009 ONLY)\*

Monday	8:00 am – 12:00 pm	&	4:00 pm – 6:00 pm
Tuesday	7:00 am – 1:00 pm	&	4:00 pm – 6:00 pm

*(Please note: Times are subject to change.)*

## **TO USE THE NEWARK FITNESS LAB**

The Newark Center does not maintain open hours for drop in. Classes are taught according to the scheduled time and are instructor-directed. During the second half of the semester, students begin working on personal programs and the workouts may become less structured. If you need structure, motivation and encouragement, this format may work best for you.

### Hours of Operation – Spring 2009 (January 26 – May 15, 2009)

Monday/Wednesday	8:00 am – 9:35 am 9:45 am – 10:45 am 6:30 – 7:30 pm
Tuesday / Thursday	12:00 pm – 1:00 pm 4:30 pm – 6:00 pm
Friday	9:00 – 10:00 am
Saturday	8:00 am – 10:00 am

### Abbreviated Finals Week Schedule (May 18 & 19, 2009 ONLY)\*

Monday	8:00 am – 12:00 pm	&	6:00 -7:00 pm
Tuesday	12:00 – 2:00 pm	&	4:00 pm – 6:00 pm

*(Please note: Times are subject to change.)*

### **Additional Notes:**

- Students are given **first priority** on all machines and weights. If you are coming in to work out during a scheduled class, please make sure that you yield to the students.
- To use the Fitness Lab in Newark during off hours, you must have the prior approval from the Health and Wellness Faculty. It is highly recommended that you **always work out with a partner**. At the very least, **check in and check out** with a co-worker or Camus Security.
- **Newark Center Participants:** Please be aware of our mind-body classes. When **Yoga, Pilates and Tai Chi** classes are in session in the studio, please refrain from using the treadmills, summit trainer, or elliptical trainers. Please keep your conversations to a minimum avoid clanging the weights. We are trying to create a soothing and meditative experience for the students next door. You may work out without noise restrictions during Indoor Cycle, Body Sculpting and Guts and Butts. (There are no noise restrictions in Fremont.)
- If you forget how to use the equipment, please **ASK**. The Fitness Center/ Lab is our educational laboratory, much like a Chemistry or Nursing Lab. We cannot afford to have equipment out of service due to user error or ignorance. Likewise, if you forget how to do an exercise or have a question about the appropriateness of an exercise for you, please **ASK**. There is a **zero injury policy!**

## **ATTENDING OTHER PHYSICAL EDUCATION CLASSES**

To join Physical Education classes such as Kickboxing (Fremont only), Pilates (Fremont only), Fitness Yoga (Fremont only), Swimming\* (Fremont only), Guts and Butts, and Body Sculpting you must first:

**Enroll** in the course of choice to secure your space. Remember, students have first priority for equipment. Many of our classes are filled and there may not be space for you to drop in. By enrolling in the class, you reserve your spot in that class! Remember that you can take the class Credit / No Credit by filling out the proper paperwork. Consult the class schedule for deadlines.

or

**Contribute** a minimum of \$5 per month to the Ohlone College Employee Wellness and Fitness Program. Contact the instructor prior to attending to make sure that there is space and equipment for you.

Please keep in mind that some classes are progressive and are **not suitable** for drop in (Newark classes: Yoga, Yoga and Meditation, Pilates, Tai Chi). Please check with the instructor prior to dropping in to a Boot Camp or Indoor Cycling class.

\*Swimming is available **only** when an instructor is on deck.

### **ADDITIONAL BENEFITS FOR EMPLOYEE FITNESS AND WELLNESS PROGRAM MEMBERS**

Your membership in the Employee Fitness and Wellness Program (EFWP) affords you much more than just a workout or use of the Fitness Center/Lab. As a member of the EFWP, you may participate in **Educational Seminars** (nutrition, health, running, cooking, etc.), and **informational demonstrations, workshops, and special training / workout sessions**. Each semester there will be an incentive program designed to motivate you to move. Your EFWP membership is your ticket to success.

You will also be able to participate in our **Preventive Care Series** of Wellness Screenings including blood pressure, cholesterol, gait, body composition and more.

And finally, there will be **Special Events** into which you will be given priority registration. Watch for more information to come on race events and our Healthy Hero program.

Thank you for following these guidelines and helping to keep this program viable for semesters to come. We look forward to helping you meet your health and fitness goals this semester.

Please feel free to contact me with any questions.

Yours in Health,