



## HUMAN RESOURCES LIAISON SUPPORT

### Walking Program Implementation

*An American Heart Association **Start!** Walking Worksite Challenge  
for City of San José Employees*

**This worksite walking program is designed to raise awareness of the potential health benefits of physical activity and to provide an incentive for increasing physical activity for employees during the workday.**

- ❖ **Department H.R. Liaisons are requested to assist with promoting the kick-off and ongoing promotion of the walking program to their work groups by completing the following tasks:**
  - **Talk** about the program at department wide or section group meetings and encourage participation in the initial program kick-off session and in on-going sessions
  - **Coordinate** an e-mail from the department director supporting the program and the wellness benefits participants will receive from walking
  - **Post** weekly (or monthly) informational flyers and posters supporting the program in employee gathering areas as appropriate
  - **Distribute** payroll flyers and information to those working outside a traditional office or workstation environment
  - **Organize** a kick-off walking event for their location/department during one lunch period the first week of the 1<sup>st</sup> session

(over)

## HUMAN RESOURCES LIAISON SUPPORT, (cont)

- **Organize** a walking event for your department's various worksite locations during one lunch period the first week of each challenge session
  - **Collect** participation enrollment/release forms from employees prior to their participation
  - **Distribute** a pedometer to the first 10 groups or individuals interested in participating once their participation release is completed. Include a downtown walking map for employees in the downtown areas
  - **Provide** printed or electronic instructions for logging activity into the American Heart Association's website <http://www.mystartonline.org>  
Note: The website includes a step conversion counter and map for converting distance/activity into steps, so even those without a pedometer can participate!
  - **Forward** weekly e-mails created by HR to participants who have submitted their release form reporting progress and encouraging continued involvement and activity
  - **Assist** in setting up a recognition event when their department or employee is to receive an award or acknowledgement
  - **Provide** HR with updates or feedback about the walking program from your department
  - **Forward** photos or success stories to HR about their employees
  - **Assist** department employees in nominating recipients of the American Heart association's Lifestyle Change Award for individuals who have shown positive changes to their quality of life or health, due to their participation in the program
- **FIRST challenge session (4 weeks only), March 2<sup>nd</sup> – March 27<sup>th</sup>, 2009**
  - 2<sup>nd</sup> challenge session (3 calendar months), April 1<sup>st</sup> thru June 30<sup>th</sup>, 2009
  - 3<sup>rd</sup> challenge session (3 calendar months), July 1<sup>st</sup> thru Sept 30<sup>th</sup>, 2009
  - 4<sup>th</sup> challenge session (3 calendar months), October 1<sup>st</sup> thru Dec 23<sup>rd</sup>, 2009
  - 5<sup>th</sup> challenge session, (3 calendar months), January 4<sup>th</sup> thru March 31<sup>st</sup>, 2010

