

 <b>ORGANIZATIONAL POLICY</b>	<b>GENERAL ADMINISTRATION APPLICATION: All Employees</b>				
<b>TITLE:</b>  <b>Fitness Reimbursement</b>	RESOLUTION NUMBER RC23-097	SUPERCEDE RC19-224	EFFECTIVE DATE 04/04/2023	SUPERCEDE 06/18/2019	POLICY NUMBER HR-36

## INTENT

It is the intent of the Washtenaw County Board of County Road Commissioners to encourage employees of Washtenaw County Road Commission (WCRC) to achieve and maintain a healthy lifestyle through physical activity and weight management goals by providing a fitness reimbursement program.

## GENERAL PROVISIONS

The Human Resources Manager will coordinate the fitness reimbursement program and will evaluate and approve all requests for reimbursement.

## EMPLOYEE ELIGIBILITY

All regular full-time employees will be eligible to participate in the program.

## REIMBURSEMENT PROVISIONS

- A. Employees will be reimbursed 50% up to a maximum of \$450 per calendar year. Employees need to provide proof of payment for eligible expenses as described in this policy. Reimbursement will be in the form of ACH.
- B. Any employee who receives reimbursement within ninety (90) days of retirement or resignation of employment shall return the reimbursement received on a pro rata basis. Repayment will be automatically deducted from the employee's final pay.
- C. Falsification of information will result in immediate termination of participation in the program without reimbursement for any expenses that have already been incurred. In addition, the employee could be subject to appropriate disciplinary action.

## ELIGIBLE EXPENSES

- A. **Memberships** – Gym, fitness center, health club, studio, and aquatic center membership fees. Online fitness membership, program, or class fees. Reimbursement will be for individual membership costs only.
- B. **Equipment** – Cardiovascular and strength-training equipment for fitness that is purchased for in the home, such as exercise bike, treadmill, and weights.
- C. **Group Exercise Classes** – Led by certified instructors. Examples include aerobics, jazzercise, kickboxing, Pilates, spin, yoga, and Zumba.
- D. **Weight Management Programs** – In-person or online weight-loss programs and nutritional counseling.
- E. **Sports Fees** – Organized league individual player fees, race event fees. Examples include basketball, cycling, running, soccer, softball, and volleyball.