**East Coast Fitness Program**

*Effective May 1, 2022*

Purpose

East Coast Christian Center is committed to our employee’s health and well-being. The purpose of the fitness program is designed to help our employees adopt and maintain healthy behaviors.

Eligibility

Fitness membership and reimbursement options are available to employees scheduled for more than 10 hours who are currently employed by East Coast Christian Center. Open Enrollment will be twice a year during the month of April and October. There will be a max benefit of $360 per benefit year. Employees become eligible after 90 days of employment.

Policy Outline

*Full-time employees of East Coast Christian Center who are employed for 30 hours or more qualify for ONE of the following benefits:*

Pro-Health & Fitness Gym Corporate Membership paid in full by East Coast with discounts offered to immediate family members (paid by employee).

OR

A reimbursement of up to $30/month for any gym membership.

OR

50% of paid expenses, up to $360 per employee per benefit year (May 1st thru April 30th) for qualified physical wellness-related membership and/or equipment. Qualifying programs, activities, and exercise equipment are listed within the list on the reimbursement form.

*Part-time employees of East Coast Christian Center who are employed for more than 10 hours and up to 29 hours qualify for ONE of the following benefits:*

Pro-Health & Fitness Plex Gym Corporate Membership at a discounted rate with discounts offered to immediate family members (paid by employee).

OR

A reimbursement up to $15/month for any gym membership.

OR

50% of paid expenses, up to $180 per employee per benefit year (May 1st thru April 30th) for qualified physical wellness-related membership and/or equipment. Qualifying programs, activities, and exercise equipment are listed within the list on the reimbursement form.

*Reimbursed gym memberships will be reviewed for attendance to make sure they are being utilized. If you submit for reimbursement but have not attended for that month you will not be reimbursed. For Pro-Health & Fitness Corporate Membership guidelines please see your Pro-Health & Fitness Benefits Document.*

Procedures

Eligible employees must request reimbursement by submitting a Fitness Reimbursement Form along with a paid receipt from the facility, program, or store. Reimbursements can be submitted once a month by the 10th of the month OR 2 times a year By November 10th (for May-October) and May 10th (for November-April). Employees will be reimbursed on the following pay cycle. Expenses more than 6 months old will not be processed.

All reimbursements under this program are considered taxable income by the IRS. Applicable federal, state, and local taxes will be withheld from the reimbursement. East Coast Christian Center reserves the right to modify, change, and/or terminate the policy at any time, in its sole discretion without prior notification.

Attendance

Reimbursed gym memberships will be reviewed for attendance to make sure they are being utilized. If you submit for reimbursement but have not attended for that month, you will not be reimbursed. Pro-Health & Fitness Corporate Membership will be required to upload proof of attendance monthly.

Accountability

Employees are responsible for:

* Submitting documentation for eligible expenses to the Human Resources Department by the required deadline.
* Ensuring that the expenses submitted correspond to the “Eligible Expenses” section of this policy.
* Arranging payment of dues and fees related to expenses prior to submission for the subsidy. Advising the Human Resources Department of any partial or full refund due to cancellation of a membership or other expense already reimbursed.

The Human Resources Department is responsible for:

* Approving and processing subsidies and monitoring the process and ensuring that subsidy claims meet the criteria outlined in this policy.
* Verifying attendance and receipts
* Processing reimbursements.

Reimbursement List

Below is a list of eligible and ineligible fitness expenses. The maximum benefit amount for reimbursement is $360 for FT and $180 for PT in any given year (May 1 – April 30). If you are unsure if an activity is eligible for reimbursement, please contact the Human Resources Department prior to any purchase.

Eligible physical wellness-related membership and/or equipment:

• Fitness classes (i.e. yoga, cycling, Pilates, kickboxing, martial arts, etc.)

• Personal trainer

• Race registration fees (i.e. 5K, marathon, triathlon, etc.)

• Tennis lessons

• Weight loss programs (i.e. Weight Watchers)

• Exercise videos & accessories

• Home fitness training systems (i.e. P90X)

• Aerobic Equipment/Home Gyms (i.e. treadmills, ellipticals, rowing machines, Bow Flex, etc.)

• Free weights

• Exercise balls, bands, and mats, punching bags & speed bags, yoga/pilates mats & equipment

• Adult mountain bikes, hybrid, or road bikes

• Swimming lessons

• Country club or golf club memberships

In-Eligible physical wellness-related membership and/or equipment:

• Golf green fees/Golf lessons

• Guest fees

• Health screenings

• Massages/ Chiropractic

• Ski lift tickets

• Fitness apparel & shoes

• Jogging strollers

• Towel and/or locker service

• Diet foods, vitamins & supplements

• Program charges that are covered/reimbursed by a medical insurance plan or another source

• Kayaks/Canoes

• Adult skates, roller blades, or ice skates

• Any other items not specifically listed in the eligible expenses list

*East Coast reserves the right to refuse a reimbursement if it does not align with the policy or is not an eligible expense. East Coast reserves the right to modify, change, and/or terminate the policy at any time, in its sole discretion.*

**For Reimbursement: You must submit the digital reimbursement form and include the receipt and proof of attendance for gym memberships. Form can be found at https://eccc.us/staffresources/**

**Pro-Health & Fitness Corporate Membership Information**

**Cost**

Full-time employees of East Coast Christian Center who are employed for 30 hours or more:

Enrollment Fee: Waived

Monthly Dues\*\*: Individual (staff member)……………………………Paid for by East Coast

First Family Member ………………………………..$15/month

Any additional family member(s)……………...........$12/month each

Part-time employees of East Coast Christian Center who are employed for more than 10 hour and up to 29 hours:

Enrollment Fee: Waived

Monthly Dues\*\*: Individual (staff member)…………………………….$20/month

First Family Member …………………………...........$15/month

Any additional family member(s)…………………….$12/month each

The Staff member membership fees will be paid each month directly by East Coast Christian Center. You will be responsible for any family members under your account. These charges will be debited from your paycheck.

*\*\*This membership pricing is based on several employees participating. East Coast Christian Center reserves the right to modify, change, and/or terminate the policy at any time, in its sole discretion.*

*Your Pro-Health & Fitness Corporate Membership will be reviewed for attendance. You will be required to submit proof of attendance. If you are unable to attend for a period of time, please reach out to Pro-Health to put the account on hold. Without any prior conversation with HR, if there is a lapse in attendance your membership may be suspended for a period of time.*