

	ORGANIZATIONAL POLICY		GENERAL ADMINISTRATION APPLICATION: All Employees		

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

Human resources will coordinate the fitness reimbursement program and will evaluate and approve reimbursement applications.

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 \$300 per calendar year for eligible expenses as described in this policy.
- 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 incurred. In addition, the employee could be subject to appropriate disciplinary action.

ELIGIBLE EXPENSES

- A. **Memberships** – Gym membership, initiation fees, registration fees, health center fees, personal trainer, etc.
 - a. An employee must utilize their membership a minimum of eight (8) times or complete a minimum of eight (8) classes per month to receive reimbursement.
 - b. Reimbursement will be for individual membership costs only.
- B. **Fitness Trackers** – Accelerometers (e.g. FitBit), wireless activity trackers, GPS

enabled physical activity tracking devices (e.g. Garmin), pedometers (excludes accessories).

C. **Equipment** – Free weights, treadmills, home gyms, stationary bike.

D. **Classes** – Aerobics, jazzercise, kickboxing, Pilates, spin, yoga, Zumba.

E. **Weight Management Programs** – Weight Watchers, nutritional counseling.