



Get fit, get rewards.

St. Joseph's Health encourages employees to achieve and maintain a healthy lifestyle through physical fitness. To help achieve that goal, St. Joseph's is introducing a quarterly fitness center reimbursement program!

Fitness Center Reimbursement Program

The Fitness Center reimbursement program is available to full-time employees on their benefits eligibility date and part-time benefits eligible employees on their benefits eligibility date on a prorated basis. To be eligible for reimbursement, documentation is required showing 75% of the required fitness center attendance during each quarter. The quarters run January 1st – March 31st, April 1st – June 30th, July 1st – September 30th, and October 1st – December 31st.

- ❖ The required fitness center attendance is an average of two (2) times per week or 26 times during the quarter.
- ❖ Employees must submit proof of payment and proof of attendance at the conclusion of each quarter to Human Resources for reimbursement.
- ❖ Proof of payment can either be copies of credit card statements or copies of paid statements from the fitness center.
- ❖ Proof of attendance can be a downloaded printout or a document supplied by your fitness center listing the dates attended at a recognized fitness center.
- ❖ Required documentation is to be provided to Human Resources within 30 days of the conclusion of the quarter.
- ❖ Reimbursement is 50% of the monthly membership fees, each month the employee meets the above criteria to a maximum of \$25 per month for full-time employees and \$12.50 for part-time employees. (Up to \$75 per quarter for full-time employees and \$37.50 for part-time employees).
- ❖ Fitness Center Reimbursement is for basic membership fees and does not cover add-on services or annual dues. Yoga studios, Jazzercise, cross-fit, and other exercise establishments are included in the program.
- ❖ Fitness Center reimbursement is considered taxable income by the IRS. The amount reimbursed will appear as "Wellness Awards" in the earnings section of your paycheck and is subject to FICA, Medicare, federal, state, and local taxes.

NOTE:

- For those employees who are members of Club Metro, Club Metro will automatically send the attendance information to Human Resources. Please speak with a Club Metro manager for information authorization.
- For employees who are members of fitness centers other than Club Metro, you will need to send your documentation directly to Human Resources.
- Employees should consult with a physician before beginning an exercise program.

Questions?

Please contact Luisa Coburn at coburnl@sjhmc.org at 973.754.4616.



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