FITNESS PROGRAM

POLICY STATEMENT

Upon completion of a medical physical exam or fitness consultation, employees shall receive an annual, renewable and nontransferable employee membership to the Monterey Sports Center in order to implement their personal fitness programs. If the employee desires, they may apply the dollar value of the employee only membership toward an upgrade to a family membership, and pay the balance through salary deductions. These memberships shall be subject to renewal by the City in accordance with the medical physical examination or fitness consultation schedule based on the employee’s age and may be discontinued on an individual basis for failure to comply with the program procedures, upon separation from City employment, or upon transfer into an employee association where the benefit does not apply.

DEFINITIONS

*Membership:* Includes unlimited group exercise classes (14 years & older), a fitness orientation (13 years & older), towel service, use of locker/shower room, gymnasium, weight training center, cardio fitness center, sun deck, and two indoor pools.

*Medical Physical Examination:* A comprehensive examination performed by a medical doctor. Some employees may be eligible for a reimbursement toward the cost of this exam (see REIMBURSEMENT section below).

*Fitness Consultation:* An examination performed by a medical doctor, a chiropractor, or an osteopath, with the purpose of clearing the patient for a fitness program. Some employees may be eligible for a reimbursement toward the cost of this exam (see REIMBURSEMENT section below).

ELIGIBILITY

1) This benefit is currently available to all full-time employees and regular part-time (RPT) employees.

2) Upon separation from full-time or RPT City employment, the membership will become invalid at the end of the payperiod during which the employee separates.

PROCEDURE – All Employees EXCEPT those represented by MFFA and FMA

1) An employee must present a completed Fitness Certification/Doctor Visitation form to the Monterey Sports Center within 30 days of the date that the Physician signs the form. It may be presented in person, Monday through Friday, 8:00 a.m. to 5:00 p.m., or the employee may call 646-3735 for an appointment or special arrangements.

December 2011
2) The employee will be given a membership. The membership will reflect the selections the employee has made (i.e. employee only or family membership). The membership will be valid until a new medical physical examination/fitness consultation is required or until the employee separates from the City.

3) If the membership issued is valid for more than one year, every twelve months from issuance the employee will have an opportunity to change the following elections:
   a) Continue or discontinue the employee membership
   b) Add, continue or discontinue the family membership

   At no other time during the twelve months may the status of the pass be altered.

4) The mandatory schedule for non-fire employees’ medical physical examination or fitness consultations is:

   * Baseline Exam to begin program
   * Follow-up Exams: Age 35 & under Every 36 months  
     Age 36 – 50 Every 24 months  
     Age 50 & over Every 12 months

**PROCEDURE – All MFFA and FMA Represented Employees**

1) After an employee has participated in his/her mandatory scheduled physical examination he/she may request a membership. In order to do so, the employee will request a City of Monterey Fire Membership Request form from the departmental administrative professional. The employee will complete and return the form to the administrative professional for the Department Head’s signature. When the employee receives the form back with a Department Head signature, it must be presented to the Monterey Sports Center within 30 days of the date that the Department Head signs the form. It may be presented at the Sports Center in person, Monday through Friday, 8:00 a.m. to 5:00 p.m., or the employee may call 646-3735 for an appointment or special arrangements.

2) The employee will be given a membership. The membership will reflect the selections the employee has made (i.e. employee membership or family membership.). The membership will be valid until the employee is due for a new medical physical examination through their department or until the employee separates from the City.

3) If the membership issued is valid for more than one year, every twelve months from issuance the employee will have an opportunity to change the following elections:

   a) Continue or discontinue the employee membership
   b) Add, continue or discontinue the family membership

   At no other time during the twelve months may the status of the pass be altered.
OTHER FACTS

1) If an employee elects to upgrade their employee membership to a family membership, the salary deduction for the upgrade will be arrived at using the following formula:

\[
\text{Cost of a Family Membership} - \text{Less the Value of an Employee Membership} = \frac{\text{Amount to be paid for upgrade}}{24}\text{ pay-periods} = \text{Deduction per paycheck for upgrade}
\]

Cost of a Family Membership $ A
Less the Value of an Employee Membership - B
Amount to be paid for upgrade C
Divided by 24 pay-periods $ D

2) The Internal Revenue Service views the employee membership as taxable income. This means that the dollar value of the employee membership must be reported to the IRS. When an employee takes advantage of this benefit, the Accounting Office will be notified. The value of the employee’s membership will be pro-rated on a per pay-period basis and reported as additional income. At the end of the year, the employee’s W-2 will reflect this income in two places. The box which shows Wages, Tips & Other Compensation will include the amount reported, along with all other reportable income (salary, uniform allowance, etc.). The amount will also appear alone in the box showing Taxable Fringe Benefits. Employees who would like to adjust their W-4 withholdings to accommodate this change may do so in the Accounting Office.

REIMBURSEMENT

Applies to GEM Employees ONLY:

1) The employee submits the bill for the medical physical examination or fitness consultation to their insurance plan. He/she will receive an Explanation of Benefits, stating how much will be paid by the insurance and how much is the employee’s responsibility.

2) The employee submits a copy of the Fitness Certification/Doctor Visitation and a copy of his/her Explanation of Benefits to the department/division administrative professional. The administrative professional will complete a requisition (charge account 715-060-0612-4205), attaching the Fitness Certification/Doctor Visitation copy and the Explanation of Benefits copy, and forward it to the Accounting Office for the employee’s reimbursement. The employee is eligible for a reimbursement of his/her portion of the bill, up to a maximum of $100 per calendar year. The employee will not be reimbursed for amounts paid by any insurance carrier.

3) Employees are entitled to this benefit every calendar year. However, in order to participate in the Sports Center benefit, it is only necessary to have a medical physical examination or fitness consultation on the schedule above.