



Category: Human Resources	Responsible Owner: HR Manager	Effective Date: January 2016
Policy/Form Number: 5.5	Approval Body: Board of Directors	Policy/Form Name: Fitness Membership Benefit Policy

A. POLICY:

PURPOSE/COMMITMENT: The College's Fitness Benefit allows all employees who qualify for benefits to claim 50% of membership costs up to a maximum of \$300.00 once per year, with the stipulation that the employee provides proof of enrollment and payment in their name. This replaces the Fitness World and VPB passes. The Fitness Benefit is a taxable benefit.

SCOPE:

- The Fitness Membership Benefit may be applied for once an instructor is Gridded or when a non-instructional employee completes one year of service and 1820 hours.
- The \$300 per annum allocation will be pro-rated for the part of the year in which the instructor is gridded or the part-time employee achieves 1820 hours. (Thus an instructor who is Gridded at the start of Sept 2016 will have a Fitness Benefit allocation of \$100, etc.).

WHEN TO USE THE POLICY:

- The submission deadline is the end of January for the previous year.

DEFINITIONS:

Responsible Owner: Human Resources Manager

Category: The category or grouping that the policy falls into i.e.

- 1.0 Administration
- 2.0 Education
- 3.0 Finance
- 4.0 Marketing, Admissions and Recruitment
- 5.0 Human Resources
- 6.0 Enterprise Risk Management
- 7.0 Student Services
- 8.0 Technology
- 9.0 Health, Safety & Environment

B. PROCEDURES:

- The Fitness Membership Allowance form should be completed attaching the respective receipt/s. The form should be submitted to the Principal.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

C. APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner: DocuSigned by: <i>Denise Guibeyman</i> 29BE2BF9E2EA4B6...	Date: 1/22/2021
Principal or Designate: DocuSigned by: <i>Robin Hemmingsen</i> 3B3AA9ED741145B...	Date: 1/24/2021
Chair, Board of Directors: DocuSigned by: <i>Mike Metcalf</i> EB54BC1A9D4B4EC...	Date: 1/22/2021

Proposed Review Date:	Dates(s) revised:	Replaces Policy/Form Number:
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