

Section: BENEFITS
Subject: Employee Wellness
Number: HR 3630

I. Institutional Regulations

As a part of the College's commitment to employee wellness, the College will subsidize fitness/exercise center membership of Regular employees. In addition, Regular DMACC employees may be released from work, with supervisor approval, to attend on-campus Wellness Program sponsored activities.

II. Procedure

A. Fitness/exercise center membership

1. The College will reimburse each Regular employee a maximum of \$120 towards a fitness/exercise center membership each fiscal year. Employee membership at Trail Point is already partially subsidized by the college and; therefore, is excluded from this benefit.
2. Requests for reimbursement must be received by June 15th in order to be processed in the current fiscal year.
3. Employees shall request reimbursement for a fitness/exercise center membership by completing a Request for Fitness/Exercise Center Membership Reimbursement form. (P-65).
4. This benefit is taxable according to IRS guidelines and will be reflected on each employee's W-2.

B. Wellness Rewards

1. The College may reward employees for participation in employee wellness activities.
2. This benefit is taxable according to IRS guidelines and will be reflected on each employee's W-2.

C. Attendance at Wellness Program sponsored activities

1. DMACC Wellness Program sponsored activities include, but are not limited to, Food for Thought Programs and Wellness Breaks.
2. Food for Thought Programs
 - a. Regular DMACC employees may attend Food for Thought Programs with supervisor approval.
 - b. In order to provide department coverage, not all employees may be able to be released to attend all Food for Thought programs. Full coverage of front line areas and telephones must be maintained at all times that the College is open.

3. Wellness Breaks

- a. Regular DMACC employees may be granted two 30 minute periods each week for Wellness Program approved **exercise activities**.
- b. Supervisor approval is required and the Wellness Release Time must be scheduled so that department coverage is provided.
- c. Employees must notify their supervisor when participating in DMACC Wellness release time.
- d. DMACC Wellness Breaks must be taken on campus.

APPROVED:



Executive Director, Human Resources

Date: October 31, 2005

Revision: November 1, 2007

July 1, 2008

February 6, 2014

October 1, 2014

February 1, 2016

February 21, 2017

April 9, 2018



Request for Fitness/Exercise Center Membership Reimbursement

Name _____ ID Number _____

Job Title _____ Department/Campus _____

I am requesting the Fitness/Exercise Center Membership Reimbursement and have attached the necessary documentation required.

I understand that:

- The College will reimburse each Regular employee a maximum of \$120 towards a fitness/exercise center membership each fiscal year. Employee membership at Trail Point is already partially subsidized by the college and; therefore, is excluded from this benefit.
- Verification must be obtained from the fitness/exercise center that is attended and reflect the timeframe for which the reimbursement is requested.
- Requests must be received by June 15th in order to be processed in the current fiscal year.
- The verification along with the Fitness/ Exercise Center Membership Reimbursement Request form (P-65) must be sent to:
**Benefits Department, Building 1
Ankeny Campus**
- The membership reimbursement will be on the next available paycheck under “Wellness Reimbursement”.
- This benefit is taxable income according to IRS guidelines; therefore, it will be reflected on your W-2.
- Reference HR 3630 – Employee Wellness for questions.

Requested By _____
Employee Signature Date

Approved _____
Benefits Coordinator Date