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, Lunch and Learn Programs and Wellness Breaks.

2. Lunch and Learn Programs

   a. Regular DMACC employees may attend Lunch and Learn Programs with supervisor approval.

   b. In order to provide department coverage, not all employees may be able to be released to attend all Lunch and Learn 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.
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 __________

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