



## 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 offers 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, you must have successfully completed your introductory and provide the required documentation for each quarter. The quarters run January 1<sup>st</sup> – March 31<sup>st</sup>, April 1<sup>st</sup> – June 30<sup>th</sup>, July 1<sup>st</sup> – September 30<sup>th</sup>, and October 1<sup>st</sup> – December 31<sup>st</sup>.

- ❖ The required fitness center attendance is 20 visits/quarter
- ❖ Employees must submit proof of payment and proof of attendance with 30 days from the conclusion of each quarter to Human Resources for reimbursement.
  - (example: Q1- January 1<sup>st</sup>- March 31<sup>st</sup>, documents submitted by April 30<sup>th</sup>)
  - Proof of payment can be either 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.
- ❖ Reimbursement is 50% of 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.

**PLEASE NOTE:** Employees should consult with a physician before beginning an exercise program.

**Questions?** Please contact Erin Weimann at [weimanne@sjhmc.org](mailto:weimanne@sjhmc.org) at 973.754. 4625.



**St. Joseph's Health**

**StJosephsHealth.org**

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