**Fitness Facility Reimbursement Program**

**Employee Health Incentive**

The Fitness Facility Reimbursement Program will save money on gym memberships while you maintain a healthy lifestyle, improve your well-being, resilience, energy levels, and reduce stress.

1. **When does the program start?**

January 2023

1. **How does the program work?**

The Fitness Facility Reimbursement Program is simple. Pay your fitness expenses as you normally would. File a reimbursement request with proof of payment based on the following guidelines. If eligible, we will reimburse one-half of your gym membership costs or up to $10 per month, whichever is less.  The maximum reimbursement per employee per fiscal year will not exceed $120.00.

Example 1 – If an annual gym membership fee of $199 is paid, and acceptable proof of payment is submitted, reimbursement would be $99.50. Reimbursement requests for annual subscribers would be paid in either November or May, depending on when reimbursement requests are submitted. Specified reimbursement periods are explained in section V.

Example 2 - If gym membership fees are paid monthly of $29.99, and acceptable proof of payment is submitted, reimbursement would be $60.00. Specified reimbursement periods are explained in section V.

1. **What fitness facilities are eligible?**

Any health and fitness facilities (gyms) that are open to the public. Private or personal facilities are excluded and, therefore, ineligible for reimbursement under this program.

1. **Who is eligible?**

All City of Albany employees who has successfully completed the six-month probationary period.

1. **When to submit reimbursement requests?**

Reimbursements will be paid out twice a year, in November and May.

(1) November payout for membership costs incurred May – October.

(2) May payout for membership costs incurred November – April.

(3) Proof of payments made for the specified period must be received no later than the 10th day of the payout month. For example, a reimbursement request for May – October must be received no later than November 10th.

(4) There is no grace period for late or incomplete submissions not received by the 10th day of the payout month. No exceptions.

(5) Reimbursement requests may only be submitted for a specified period related to the current payout month. No retroactive payments or prepayments.

1. **Where to submit reimbursement requests?**

Submit the reimbursement request form to the Office of Human Resources, 222 Pine Avenue, Suite 360, no later than the 10th of the payout month, along with proof of payment. Forms are available on the Human Resources web page, <https://www.albanyga.gov/about-us/city-departments/human-resources/human-resources-forms>.

All reimbursement requests will be reviewed, validated, and submitted to Finance no later than the 20th day of the payout month for processing.

1. **What qualifies as proof of payment?**
	* 1. Receipts or printouts from a public gym containing the establishment’s name and/or logo showing payment for the specified period.
		2. Proof of payment may be shown in monthly or annual payments.
		3. No handwritten receipts or letters will be accepted.
2. **When will the payout be made?**

Payouts will be made by a paper check in November and May and available for pickup in Finance, 222 Pine Avenue, Suite 460.

1. **Do I still complete a reimbursement request if I have a payroll deduction for my gym membership?**

Yes, a reimbursement request must be submitted even if you are enrolled in a payroll deduction for your gym membership.

**Fitness Facility Reimbursement Program, Page 2**