

SAIC-Frederick, Inc. Health Club Membership Guidelines

SAIC-Frederick wants you to be healthy! The Fort Detrick Fitness Center is no longer available to our employees but we still want to see you succeed in the annual Fitness Challenge Program. Therefore, SAIC-Frederick provides an allotment to dedicated health club users to cover monthly membership costs.

THE BENEFIT TO YOU

SAIC-Frederick will reimburse you \$25 towards your initial sign-up fee and up to \$29 each month to cover membership fees. If you are interested in joining a health club, you are encouraged to visit Fitness First which has special rates for SAIC-Frederick employees. Fitness First has numerous locations in the area for your use; however, enrollment must take place at the West Patrick Street location. If Fitness First is not convenient for you or you already belong to another health club, you are still entitled to up to a \$29 monthly allotment and \$25 toward a signup fee for a new single membership. Only one signup fee will be paid per person. Please note that you will be signing an individual agreement with the health club of your choice. SAIC-Frederick, Inc. will not be entering into any agreements or contracts with individual health club facilities.

VERIFICATION OF MEMBERSHIP

Prior to receiving the monthly membership allotment and signup fee, you must complete the attached "SAIC-Frederick, Inc. Health Club Membership Request Form" and provide verification that you have joined a gym. The completed form and a copy of the contract/agreement from the health club that you join (document must indicate monthly membership cost and cost of signup fee) must be provided to Erica Emeigh, TJ Drive.

On January 1 of each year you should provide documentation from your health club verifying that you are still a current member.

Upon termination of your health club agreement, you should immediately notify Erica Emeigh, TJ Drive so that your reimbursement will be stopped. Delays in reporting could result in an obligation for you to return excess reimbursements to SAIC-Frederick.

If you terminate employment with SAIC-Frederick, Inc., you will be personally responsible for the monthly membership cost.

PAYMENTS

Your monthly membership cost and signup fee will be reimbursed via your last paycheck of every month. Please note that the cost of health club memberships and signup fees are considered taxable income.

SAIC-Frederick, Inc. Health Club Membership Request Form

Employee Name _____

Employee Number _____

Building/Office Number _____

Work Phone Number _____

E-mail Address _____

Gym Name _____

Gym Address _____

Monthly Membership Cost _____ Signup Fee _____

I have read the "SAIC-Frederick, Inc. Health Club Membership Guidelines" and agree to abide by the associated procedures. Specifically, I understand that I must provide the following to Erica Emeigh, TJ Drive.

- (1) A completed, signed "SAIC-Frederick, Inc. Health Club Membership Request Form" (this form).
- (2) A copy of the contract/agreement from the health club that I join (document must indicate monthly membership cost and cost of signup fee).

Please indicate your understanding of the above by signing below.

Signature _____

Date _____

Attach a copy of the contract/agreement from the health club to this form and send to Erica Emeigh, TJ Drive.

SAIC-Frederick, Inc. Health Club Membership Procedures

1. Read the “SAIC-Frederick, Inc. Health Club Membership Guidelines.”
2. Join the health club of your choice.
3. Complete the “SAIC-Frederick, Inc. Health Club Membership Request Form,” sign the bottom, attach a copy of the contract/agreement from your health club, and send both to Erica Emeigh, TJ Drive.
4. Once you have provided the appropriate paperwork noted above, you will begin receiving a monthly allotment in your paycheck. Your first paycheck reimbursement will include your first month’s membership fee and your signup fee. (If you join Fitness First, your first paycheck reimbursement will include your first and last month’s membership fee and your signup fee.)
5. On January 1 of each year provide documentation from your health club indicating that you are still a current member.
6. Upon termination of your health club agreement, you should immediately notify Erica Emeigh, TJ Drive so that your reimbursement will be stopped. Delays in reporting could result in an obligation for you to return excess reimbursements to SAIC-Frederick.

Please address any questions with Erica Emeigh at x5198 or emeigher@mail.nih.gov.