



Category: Human Resources	Responsible Owner: HR Manager	Effective Date: October 2023
Policy/Form Number: 5.5	Approval Body: Board of Directors	Policy/Form Name: Fitness Allowance Policy

A. POLICY:

PURPOSE/COMMITMENT: The College’s Fitness Allowance Benefit allows all employees who qualify for benefits to claim 50% of costs up to a maximum of \$400.00 once per year, with the stipulation that the employee provides proof of enrollment and/or purchase and payment in their name. The Fitness Allowance is a taxable benefit.

SCOPE:

- The Fitness Allowance Benefit may be applied for once an instructor is Gridded or when a non-faculty employee completes one year of service and 1820 hours.

WHEN TO USE THE POLICY:

- The submission deadline is the end of January for the previous calendar year.

DEFINITIONS:

Responsible Owner: Human Resources Manager

Category: The category or grouping that the policy falls into i.e.

- 1.0 Administration
- 2.0 Education
- 3.0 Finance
- 4.0 Marketing, Admissions and Recruitment
- 5.0 Human Resources
- 6.0 Enterprise Risk Management
- 7.0 Student Services
- 8.0 Technology
- 9.0 Health, Safety & Environment

B. PROCEDURES:

Once per calendar year, the College will reimburse gridded instructors and staff members who completed 1820 hours, **50% of the cost of any eligible expenses described below, to a maximum of \$400.00.**

Fitness-related services (memberships and fitness lessons)

- Fitness club memberships (includes membership to any physical activity center)
- Registration fees for fitness-related programs or lessons (such as aerobic classes, yoga,

- pilates, martial arts, dance and ski lessons)
- Sports team memberships and registration fees.
 - Annual memberships and daily passes to athletic facilities (such as swimming pools, golf courses, racquet clubs and ski hills)
 - Personal trainers.
 - Registration fees for fitness-related events (such as races, marathons, etc.).
 - Fitness-related apps. (such as apps for fitness, meditation, mindfulness, breathwork)

Fitness equipment

- Durable equipment such as treadmills and universal gyms
- Skates, roller blades, bicycles, tennis racquets, golf clubs, and specialized sports equipment.
- Strength and stretching tools, including dumbbells, mini gyms, ropes, elastic bands, mats, and stationary bikes.
- Outdoor bicycles are allowed if bought for the employee and are not electrical.

Specialized sporting equipment

- Fitness tracking tools and devices (including watches and heart-rate monitors)

This subsidy may not be used for outdoor gear, clothing, and shoes.

The Fitness Allowance Form should be completed, and only original receipts should be attached. The receipts should include the employee's name, the activity or product, the date of the activity or purchase and the amount paid.

Receipts for a calendar year must be collected and submitted together to Payroll once a year. Only one submission per employee is accepted per calendar year.

The Fitness Allowance Program Form and receipts must be submitted by January 31st for the previous calendar year.

The amounts reimbursed are considered taxable benefits to the eligible member.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

(The Fitness Allowance Form will be linked here once it is published on SharePoint for staff to access.)

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

C. APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Directors:	Date:

Proposed Review Date: October 2025	Dates(s) revised:	Replaces Policy/Form Number:
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