

# Employee Fitness Program

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Author(s): Recreation and Culture  
[ ]  
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## Purpose statement

The Town of Oakville (town) is committed to supporting the health and wellness of its employees and encourages its employees to participate in fitness programs offered by the Recreation and Culture department.

## Scope

This procedure applies to full time, permanent Town employees utilizing Recreation and Culture fitness membership products and to all town employees for the free use of the Town Hall fitness room ~~at no charge~~.

## Procedure

The Town offers full time, permanent employees a 50% reduction in the price of fitness memberships at Community Centre locations for: ~~annual full, fitness, or court membership~~  
membership options that provide access to the fitness centre.  
~~1. three month full, fitness or court membership~~

Employee fitness memberships include the same benefits and are subject to the same terms and conditions provided to the general public as outlined on oakville.ca.

Exceptions:

- Discount does not apply to family members
- Employee discount cannot be combined with any other discount
- The non-resident fee is not applicable to staff using the discount

## **Procedure**

Staff wishing to purchase a fitness membership and receive a staff discount can purchase memberships during regular business hours at Town Hall, Recreation and Culture department, or at Community Centre locations.

~~An Employee Fitness Membership—Confirmation of Full Time Status form (Appendix A) is required to be completed prior to purchase. Form can be found on Portico and must be completed by payroll staff to confirm full-time, permanent status.~~

Annual membership payments can be made through monthly credit card payments and continue for the duration of a membership. Temporary suspension of fitness membership, may be requested and extended due to medical reason or maternity/parental leave.

~~The Recreation and Culture department will send a list of new memberships purchased under the employee fitness program to the Payroll department each month. Payroll will vet the list to confirm only eligible employees are participating in the plan.~~

A taxable benefit for the value of the 50% reduction will be included on the employee's year-end T4 slip for the year in which the membership was purchased.

## **References and related documents**

~~Appendix A—Employee Fitness Membership—Confirmation of Full Time Status form~~  
~~Total Rewards Policy~~

Non-Union Health Benefits Procedure

Administration of Recreation and Culture programs and services procedure |

## **Definitions**

“Full time, permanent employee” for the purpose of this procedure includes all full time town employees, members of council, and full time Oakville Public Library employees.

## **Responsibilities**

**Administrative Coordinator/Customer Service Representative (at each fitness facility):**

- Review employee registrations for compliance with the procedure and, where applicable, ensure that confidentiality of information is maintained.
- Provide Payroll a listing of employees who have accessed the benefit.

~~Payroll Services Representative, Facility Accountant, Finance Department~~

- Ensure the procedure is being followed in regards to verifying the status of the employee and processing the deduction as a taxable benefit.]