



City of Belton

Gym Membership Reimbursement Program – Terms and Requirements

The City of Belton offers to its employees the opportunity to participate in a voluntary Gym Membership Reimbursement Program (the “Program”) in order to promote employee health and morale. Those that choose to participate do with the information that:

- The program is not a requirement of their employment with the City of Belton;
- The workouts may not be on property owned by the City of Belton;
- The workouts must occur outside of their hours of employment (off the clock);
- Injuries resulting from an employee’s participation in this Program will not qualify for worker’s compensation benefits;
- Their time spent at the gym is not compensable; and
- They must meet all requirements of the Program in order to receive reimbursement for eligible expenses.

Sign Up

Employees must sign and return their Gym Membership Reimbursement Program Form to the Human Resources Department to participate in the program. The form should be turned in prior to the employee beginning their membership, or as soon thereafter as practical. The form shall state the employee understands the terms and requirements of the program, the name of the gym the employee has selected, and the estimated membership cost. Attendance requirements and reimbursements may be prorated at the discretion of the Director of Human Resources. Once the employee has chosen to participate in the program, they are assumed to be a participant until they notify Human Resources that they no longer wish to participate.

Gym Eligibility

Employees are strongly encouraged to select a gym located within the City of Belton. However, it is not a requirement of the program. Employees that choose to join a gym located outside of Belton will need to provide a brief explanation on their sign up form as to why they have chosen to join that gym.

To be eligible for reimbursement, the gym must have an active sales tax permit with the State of Texas. Employees can verify the permit status of a gym on the [Comptroller’s website](#), or may contact the Finance Department for verification.

To be eligible for reimbursement, employees must participate in a gym that promotes cardiovascular wellness. (Memberships in sports clubs, country clubs, weight loss clinics, spas or other similar facilities are not eligible.) For a gym to be considered eligible, it must provide at least one piece of equipment or activities that promote cardiovascular wellness from the following list:

- Elliptical cross-trainer
- Group exercise
- Pool
- Rowing machine
- Squash/tennis/racquetball courts
- Stationary bicycle
- Step machine/climber
- Treadmill
- Walking/running group

Eligible Expenses

Reimbursement will be for the cost of gym membership only. No costs others than membership (e.g. workout clothing, in-gym purchases, travel costs, etc.) are eligible for reimbursement.

Documentation

While participation is strictly voluntary, those employees that wish to seek reimbursement will need to attend the gym for which reimbursement of fees is sought fifty days in a six month period, which equates to approximately 2 to 3 times a week, and provide the following documentation:

- City of Belton Gym Membership Reimbursement Form
- Receipts detailing gym membership charges
- Proof of payment

Payment

The City of Belton will reimburse employees that meet the requirements for reimbursement twice a year, up to a maximum of \$120 every six months, \$240 annually. Reimbursement will be included as an allowance on the employee's paycheck.

For the purposes of calculating the attendance and expense reimbursement, there will be two cycles:

January 1 – June 30. Eligible expenses incurred during the first half of the calendar year will be reimbursed on the second payroll cycle in July provided the employee meets all requirements and provides all necessary documentation.

July 1 – December 31. Eligible expenses incurred during the second half of the calendar year will be reimbursed on the second payroll cycle in January provided the employee meets all requirements and provides all necessary documentation.

Employees should note that the reimbursement is treated as taxable wages and subject to payroll taxes (i.e., Social Security and Medicare taxes) and federal income tax withholding.