

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 has received approval to provide an allotment to dedicated health club users to cover monthly membership costs.

THE BENEFIT TO YOU

Fitness First (Westridge Square, West Patrick Street) is offering an arrangement for SAIC-Frederick employees, which includes a monthly membership cost of \$29 with a signup fee of \$25, for the first thirty days. The cost of the signup fee at Fitness First is valid until 12/30/07, at which time cost will increase to \$50. Please note you will only be reimbursed \$25 for the signup fee; so if you intend to join Fitness First, please do so prior to 12/30/07. SAIC-Frederick will reimburse amounts toward your monthly health club membership cost and signup fee, provided you visit the health club at least twice a week on average.

If you are interested in joining a health club, you are encouraged to visit Fitness First. 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.

REQUIRED USAGE REPORTS

If you enroll in this benefit, you will be required to provide quarterly usage reports from your health club which indicate that you are visiting the facility at least twice a week on average. The reports must be provided to Erica Emeigh no later than January 15th, April 15th, July 15th, and October 15th for the previous quarter. If it is recognized that you are not visiting your health club twice a week on average or if you are not providing usage reports, you will be dropped from the program and will then be personally responsible for the monthly membership cost. In addition, if you terminate from 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 paycheck. 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).
- (3) Quarterly usage reports from my health club which show that I visit the facility at least two times a week. Usage reports are due no later than January 15th, April 15th, July 15th, and October 15th for the previous quarter.

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. Usage reports are due to Erica Emeigh no later than January 15th, April 15th, July 15th, and October 15th for the previous quarter. If it is recognized that you are not visiting your health club twice a week on average or if you are not providing usage reports, you will be dropped from the program and will then be personally responsible for the monthly membership cost.

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