



CHARLOTTESVILLE CITY SCHOOLS

Department of Human Resources
Wellness Program

Membership Application Form
Phone: 434-245-2400
Fax: 434-245-2603

Smith Aquatic & Carver Fitness Center

ENROLLMENT AND PAYROLL AUTHORIZATION

I/We hereby desire to enroll in the Charlottesville City Schools Wellness Program.

I authorize the Charlottesville City Schools to withhold from my pay each month such amounts as may now or hereafter be my contribution to the cost of the program. This authorization shall continue in effect until revoked by me, except that notice of cancellation will not release me from payment for any month already begun.

I certify that I fully understand the enrollment, authorization, participation requirements, and cancellation policy for the Charlottesville City Schools Wellness Program.

Employee Enrollment/Payroll Authorization

Spouse/Partner/Dependent(s) Enrollment

Employee Name (Print)

Spouse/ Partner Name (Print) * DOB

Employee Signature

Dependent Name (Print) * DOB

*DOB (Date of Birth)

Dependent Name (Print) * DOB

Employee ID #

Dependent Name (Print) * DOB

Date

Dependent Name (Print) * DOB

*Information Required per Smith Aquatic & Carver Fitness Center

Pay Schedule: 10/20 pay _____ 12/24 pay _____

Membership: New _____ Upgrade/add _____ Downgrade/remove _____ Spouse/ Partner a CCS employee _____

Please read and complete each page.

Human Resources Only:

Start Date: _____ Fitness List: _____ Payroll: _____ HR _____



CHARLOTTESVILLE CITY SCHOOLS

LIABILITY RELEASE

I/We, the undersigned School Employee, spouse or partner, dependent(s) of a School Employee, understand and agree that in registering to participate in the physical fitness program offered by **Smith Aquatic & Carver Fitness center** and sponsored by the Charlottesville City Schools, I/we voluntarily take advantage of an employee benefit offered to Charlottesville City School employees. I/We understand and agree that my/our participation is in no way required as a condition of continued employment with Charlottesville City Schools, and that my/our participation will be on my/our own time, not on Charlottesville City Schools time.

Therefore, I/we understand and agree that any injury which I/we may suffer while participating in the physical fitness program at **Smith Aquatic & Carver Fitness center** or while traveling to or from **Smith Aquatic & Carver Fitness center** shall not be considered as arising out of or in the course of Charlottesville City Schools employment. No such injury would be covered by the Charlottesville City Schools Workers' Compensation program.

My/Our participation at **Smith Aquatic & Carver Fitness center** will be entirely at my/our own risk, and I/we hereby release the Charlottesville City Schools, its officers, employees and agents from any liability whatsoever for any injury which I/we may suffer as a result of participating in the physical fitness program at **Smith Aquatic & Carver Fitness center**, or while traveling to or from **Smith Aquatic & Carver Fitness center**.

Employee Liability Release

Employee Name (Print)

Employee Signature

Date

Spouse/Partner Liability Release

Spouse/Partner Name (Print)

Spouse/Partner Signature

Date

Dependent(s) Liability Release (18 and older only)

Dependent Name (Print)

Dependent Signature

Date

Dependent Name (Print)

Dependent Signature

Date



Benefits Eligibility Requirements

Benefits are available to all full-time employees, half-time employees who work 17.5 hours or more a week are eligible to receive the benefit at one-half the rate.

Open Enrollment

Enrollment is open at the beginning of each quarter. Send completed pages 1, 2, and 6 to DAO, attention Wellness Program. The fitness quarters and deadline to send enrollment forms should be in H/R the last business day of each quarter:

First quarter, July – September, receive by June 30.

Second quarter, October – December, receive by September 30.

Third quarter, January – March, receive by December - Last working day before Winter break.

Fourth quarter, April – June, receive by March 31

Employees on 10/20 pay schedule.

For employees on the 10/20 pay schedule you will be required to pay the full monthly cost for the months of July and August and request reimbursement for the taxable income of \$29.50/\$14.75 on a supplemental form.

Participation Requirements

Employees are required to go at least **eight** visits per quarter. A minimum of a half-hour work out is expected per visit. If an employee does not go at least eight times in a quarter, his/her membership will be cancelled and notification will be sent to the employee.

Employee attendance will be tracked. **Participation is the employee's responsibility. If an employee's membership is dropped, he/she will not be able to rejoin until the next fiscal year during open enrollment.** Employees must scan/sign-in on the Charlottesville City Schools attendance every time they attend the fitness facility. Verification of attendance will be based solely on the electronic/sign-in attendance sheets. **A condition of membership is that you agree to accept the attendance that the gyms report to Human Resources.**

You have three opportunities with CCS during the fiscal year to make changes to your memberships. ACAC also has limitation in making changes to your membership. You will also be required to complete CCS Definition of a Dependent Form; you will receive the form in the mail if you list dependent(s) on your enrollment form.

Termination of Participation

Cancellation must be made through the Department of Human Resources and is effective the first of the month. Cancellation forms must be received on or before the last business day of the month in order for the membership to be cancelled effective the first day of the following month.



CHARLOTTESVILLE CITY SCHOOLS

Smith Aquatic & Carver Fitness center rates, effective July 01, are as follows:

Rates are for City Residents and Non-Resident / Individual / Full Time Employee

<u>30 Day</u>	<u>Adult</u> <u>(18-59)</u>	<u>Senior</u> <u>(60+)</u>	<u>Disabled</u>
Rate	\$35.10	\$26.10	\$17.10
CCS Employer Contribution	\$29.50	\$26.10	\$17.10
Employee Payroll Deduction	\$5.60	\$0.00	\$0.00

Rates are for City Residents and Non-Resident / Combo / Full Time Employee

<u>30 Day</u>	<u>Adult</u> <u>(18-59)</u> <u>2 persons</u>	<u>Adult +</u> <u>1 Youth</u>	<u>Senior</u> <u>(60+)</u> <u>2 Persons</u>
Rate	\$62.10	\$56.70	\$48.60
CCS Employer Contribution	\$29.50	\$29.50	\$29.50
Employee Payroll Deduction	\$32.60	\$27.20	\$19.10

Rates are for City Residents and Non-Resident / Family / Full Time Employee

<u>30 Day</u>	<u>Family of</u> <u>Three to</u> <u>five</u>	<u>Each</u> <u>Additional</u>
Rate	\$68.40	\$10.00
CCS Employer Contribution	\$29.50	
Employee Payroll Deduction	\$38.90	\$10.00

Employer Contribution

Per notification from CCS attorneys, the employer contribution you will receive of \$29.50/\$14.75 each month is taxable to you as additional income. In order to comply with this requirement, you will see both the employer allocation added to your paycheck and the full cost of dues deducted from your paycheck. By doing this, you will receive slightly less in net pay which reflects the taxes withheld related to the employer allocation.



CHARLOTTESVILLE CITY SCHOOLS

Smith Aquatic & Carver Fitness center rates, effective July 01, are as follows:

Rates are for City Residents and Non-Resident / Individual / Half Time Employee

<u>30 Day</u>	<u>Adult (18-59) Resident</u>	<u>Senior (60+) Resident</u>	<u>Disabled Resident</u>
Rate	\$35.10	\$26.10	\$17.10
CCS Employer Contribution	\$14.75	\$14.75	\$14.75
Employee Payroll Deduction	\$20.35	\$11.35	\$2.35

Rates are for City Residents and Non-Resident / Combo / Half Time Employee

<u>30 Day</u>	<u>Adult (18-59) Resident 2 persons</u>	<u>Adult + 1 Youth Resident</u>	<u>Senior (60+) Resident 2 Persons</u>
Rate	\$62.10	\$56.70	\$48.60
CCS Employer Contribution	\$14.75	\$14.75	\$14.75
Benefit Employee Payroll Deduction	\$47.35	\$41.95	\$33.85

Rates are for City Residents and Non-Resident / Family / Half Time Employee

<u>30 Day</u>	<u>Family of Three Resident</u>	<u>Each Additional</u>
Rate	\$.68.40	\$10.00
CCS Employer Contribution	\$14.75	
Employee Payroll Deduction	\$53.65	\$10.00

Employer Contribution

Per notification from CCS attorneys, the employer contribution you will receive of \$29.50/\$14.75 each month is taxable to you as additional income. In order to comply with this requirement, you will see both the employer allocation added to your paycheck and the full cost of dues deducted from your paycheck. By doing this, you will receive slightly less in net pay which reflects the taxes withheld related to the employer allocation.



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NOTE: When enrolling with Smith Aquatic & Carver Fitness center, you will be required by Charlottesville City Schools to complete a minimum one-quarter commitment.

Smith Aquatic & Carver Fitness Center Information

- Rates are based on Full-time, Half- time. (see page 4 and 5)
- Family members are spouses/partner and children/stepchildren up to the age of 19 (full time college students up to the age of 23).
- The pass allows you unlimited access to the facilities which includes indoor pools, cardio and strength training equipment, drop-in fitness classes, drop-in water aerobics, locker rooms and exclusive member events. No Initiation Fees, no recurring charges, no term contracts.
- If the CCS Employer contribution is more than the rate, the employer contribution will be only for what is due and the employee will only be taxed on the amount paid.
- **You must complete required paper work with Charlottesville City Schools and Register with Smith Aquatic & Carver Fitness Center before you may participate.**

Send completed pages 1, 2, and 6 to DAO, attention Wellness Program.

CCS Signature Page

Resident: _____ Non-Resident: _____ Full time: _____ Part time: _____

Individual: Adult: _____

Senior: _____

Disabled: _____

Combo: 2 Person Adults (18-59): _____

1 Adult/1Youth: _____

2 Person (Senior 60+): _____

Family: Family of 3 to 5: _____

Additional Members: _____

Employee Signature _____ Last 4 of Social Security# _____

Spouse/Partner Signature _____ Last 4 of Social Security# _____

***Information Required per Smith Aquatic & Carver Fitness Center:**

***Address:** _____, City/County _____, Zip code: _____

***Phone number:** _____