

GYM REIMBURSEMENT PROGRAM 2024

The City of Tulsa will reimburse non-sworn employees **up to \$180 (taxable) for six consecutive months of paid memberships in local gyms, or for their participation in six paid fitness competitions** as long as the membership or fitness competition occurred during the City's fiscal year beginning July 1, 2023, ending June 30, 2024. The Gym Reimbursement must be submitted through **MUNIS** to be processed. To claim reimbursement, employees will submit their **itemized** receipts or facility statement dated within the **fiscal** year via **MUNIS Self Service (ESS)**. Employees should always check with their physician before starting any exercise program.

I. Gym

A "gym" is a workout or exercise class facility with regular monthly, quarterly, or yearly payments, at which an employee primarily engages in exercise. Examples include yoga studios, karate studios, health centers focused on exercise, and traditional gyms. Sole proprietors and independent instructors are not considered gyms, unless they have public facilities accessible to anyone who pays dues. A facility with golfing, tanning, spas, etc. may not be considered a gym: Human Resources will make final determinations.

II. Adult Fitness Competitions

Instead of a gym membership reimbursement, an employee may be reimbursed for adult fitness competitions. An adult fitness competition is a race, walk, or other fitness competition that is open to the public at which you represent yourself or the City of Tulsa. Examples include marathons, bike races, triathlons, and walks. **Motor vehicle races, golf tournaments, and cosmetic competitions, including body building, are not reimbursable.** An employee who chooses to be reimbursed for competitions will need to submit a receipt of payment listing what event they participated in, and the date. The receipt must also be in their name. Employees who seek an adult fitness competition reimbursement, may **not** seek additional reimbursement for gym membership. Employees should be *healthy enough* and *physically capable of* exercise in the competition for which they submit reimbursement.

III. Reimbursement

Reimbursement means the City of Tulsa will pay employees for six months of gym expenses or the entrance fees for six fitness competitions, **up to \$180 per fiscal year**. Only the most recent months before the claim submission will be reimbursed. Fees should only include services for exercise: additional membership, **or** entrance tiers for items or services unrelated to exercise will not be reimbursed, and the next lowest tier focused solely on exercise will be reimbursed instead. Family gym memberships are reimbursable if the employee is healthy enough to exercise at the gym and is the primary on the account. **Employees must be employed for six months within the fiscal year prior to making a submission to be considered eligible for reimbursement.** The City of Tulsa will not reimburse employees for free services, unpaid services, future gym or

race expenses, or services paid for someone other than the employee. The City of Tulsa will only issue one reimbursement per employee or employee family per **fiscal** year, regardless of whether the \$180 limit has been met. You must submit reimbursement receipts for six months of consecutive membership or six competitive events when you request reimbursement, even if those receipts total more than \$180. The City of Tulsa will not reimburse programs it provides or subsidizes. Local gyms that offer discounts to City of Tulsa employees are reimbursable at the reduced rate. Reimbursement will be by direct deposit. If a check is deposited, it will not be reissued.

IV. Fraud

The City of Tulsa reserves the right to review employee requests for reimbursement before and after payment is issued. By submitting a claim for reimbursement, employees submit to all review procedures, which may become investigations involving verification of gym membership, employee participation at the facility in question, and/or financial statements from banks and credit card companies. By submitting a claim for reimbursement, employees acknowledge that this reimbursement is not compensation for work performed at the City of Tulsa. The amount paid to the employee may be refunded to the City of Tulsa through employee payroll deduction if it is determined that the request for reimbursement was false or fraudulent. Employees suspected or accused of fraud will be investigated by Human Resources. Investigations that find violation of work rules may result in disciplinary action up to and including termination. See Personnel Policies and Procedures (PPP) §411.3 R-9 & R-37 or Collective Bargaining Agreement (CBA) Appendix B R-9 & R-37.

V. Substantiation

Employees must present receipts representing six months of expenses at a gym or six entrance fee expenses for fitness competitions during the **fiscal** year July 1, 2023, through June 30, 2024, to be considered for reimbursement. ***Do not attach personal bank or credit card statements.**

Only one reimbursement claim per family will be processed and issued to the employee per fiscal year. Two people who are married/living together in the same household cannot submit a claim for a shared membership unless they have their own individual account/membership.

All claims for reimbursement will be accepted for processing until 4:00 pm June 30, 2024. Any claim submitted for reimbursement beyond the June 30th cutoff date will be denied and returned to the employee.