

# MARSHALL MUNICIPAL UTILITIES FITNESS REIMBURSEMENT BENEFIT

Effective April 1, 2010  
Updated January 5, 2024

## Overview

MMU employees who are enrolled at an approved fitness facility can receive up to \$360 per year reimbursement to offset a portion of the cost of individual membership. Reimbursements are paid four (4) times per year for a maximum of \$90 per 3-month period (\$30/month maximum).

## Who Is Eligible

This benefit is available to all part-time and full-time employees who work in a non-temporary, non-seasonal position. Spouses and dependents are not eligible.

## Reimbursement Requirements

Employees are eligible for reimbursement if they participate in fitness activities at an approved facility at least 10 times per month or 30 times in a three-month period.

It is recommended that individuals consult their doctor before starting any exercise program.

MMU will only reimburse for individual membership fees. MMU will not reimburse for initiation, sign-up, or card fees. If an employee has a family membership, they may be required to provide documentation of the cost of an individual membership at the facility. Reimbursements will be based on individual membership fees.

Employees must submit a request for reimbursement along with any required documentation. Reimbursements will be made no more frequently than quarterly.

## Approved Facilities

At this time, the following facilities are approved for MMU's Fitness Reimbursement Benefit:

- YMCA
- UVU Gym (*added 01/05/2024*)

## Reimbursement Claim Process

Employees are required to submit a Fitness Reimbursement Request Form and proof of payment from the fitness facility (photocopies of dated, paid receipts, or copies of bank/credit card statements if paid by electronic funds transfer showing fitness facility fees).

Employees are not currently required to submit attendance documentation. At this time, the approved fitness facilities provide MMU with attendance information. **It is very important that participating employees 1) inform the fitness facility that they are an employee of Marshall Municipal Utilities (this will enable attendance tracking); and 2) follow the check-in procedures established by the applicable fitness facility.**

Fitness Reimbursement Request Forms may be submitted in January, April, July, and October (beginning in July 2010). Reimbursements will be granted for not more than the six-month period preceding a request. For example, fees paid in July 2010 must be submitted on a Fitness Reimbursement Request Form in October 2010 or January 2011 but no later (along with any accompanying documentation).

MMU will include this taxable fitness reimbursement in the employee's payroll check.