

**Resolution 2019-02  
Muncie Sanitary District  
Board of Sanitary Commissioners**

**A resolution providing an amendment to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on January 16, 2019 concerning Section 4.17, Wellness Program.**

**WHEREAS**, the Board of Sanitary Commissioners (the "Board") wishes to modify the MSD Personnel Policies Handbook, Section 4.17 Wellness Program.

**BE IT THEREFORE RESOLVED**, that the Board does hereby adopt the following amendment to the Personnel Policies Handbook.

*The Board wishes to amend Section 4.17 Wellness Program:*

The Muncie Sanitary District has initiated a Health and Wellness Program to provide its employees with a safer and healthier workplace.

The Wellness portion is at no cost to the employee and will be conducted on site during working hours when possible. Blood tests, blood pressure checks, and body composition tests will be ran on all employees who wish to participate on a voluntary participation basis.

The District has determined that it will provide a fitness program for its employees. The District is committed to providing interested employees with opportunities to achieve and maintain physical fitness to the fullest extent possible. The Muncie Sanitary District Physical Fitness Program is intended to assist in minimizing the risks for premature morbidity, mortality and disability to foster healthy lifestyles and support a healthy work environment.

The Muncie Sanitary District Physical Fitness Program is designed to provide interested employees access to fitness training at District-approved health and fitness facilities. The District will generally approve any facility that provides a variety of health and fitness equipment, classes, and programs; and is not owned or operated by any employee of the District or City (e.g., the YMCA, Ball State University, Life Time, Planet Fitness, etc.). The District will reimburse an employee for a portion of the employee's membership fee to a District- approved fitness center of their choice. Please seek approval of any facility not listed above from the Health Insurance Administrator before joining or taking classes at such facility. The specific portion of the monthly membership fee and joiner fee eligible for reimbursement is established by the Board.

After the initial six (6) month period the employee will be reimbursed by the District as follows:

- a. The District will reimburse up to \$35.00 per month either annually or semiannually and a one-time joiner fee up to \$60.00. The joiner fee will only be paid one (1) time per employee. An additional \$15.00 per month will be reimbursed if an employee participates in any wellness activities which require an additional fee and are offered at the fitness center the employee is a member of. Annual membership fees will not be reimbursed.

- b. It is the employee's responsibility to obtain verification of visits to their fitness center that show the employee attended a minimum of forty-eight (48) times during the six (6) month period. (An employee must attend the fitness center for each month the employee is seeking reimbursement). This verification must be given to the District's Health and Wellness designee with a copy of the receipt of payment and a completed MSD Health/Fitness Center Reimbursement Form. Verification of visits must be provided by the fitness center (hand written logs will not be accepted as verification).
- c. It is the employee's responsibility to obtain payroll reports if membership fees are payroll deducted.
- d. Attendance at a fitness center must be scheduled outside of working hours. If an employee allows his or her membership to lapse to the point the joiner fee has to be paid again, the District will not reimburse the employee. In intervals of six (6) months, the employee will be reimbursed if his or her attendance stays within the minimum required.

This Resolution shall become effective on and after its passage and shall remain in full force and effect until it is amended or repealed by the Board.

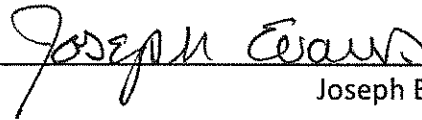
**THIS RESOLUTION IS APPROVED** this 27<sup>th</sup> day of February, 2019, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

**MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIOENRS**

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William Smith, President



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Michael R. Cline, P.E., Vice President



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Joseph Evans, Secretary