

## EMPLOYEE FITNESS LOAN PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Human Resources
<b>Parent Policy:</b>	Compensation Policy
<b>Approval Date:</b>	June 29, 2015
<b>Effective Date:</b>	July 1, 2015
<b>Procedure Owner:</b>	President and CEO
<b>Procedure Administrator:</b>	Executive Director, Work Force Development and Human Resources

### Overview:

NorQuest College (college) proactively seeks and facilitates opportunities for employees to participate in activities to improve and maintain their personal health and wellness. The college provides an employee fitness loan to enable employees to purchase a preferred rate personal membership with a college approved health and wellness facility and repay the loan by way of a biweekly payroll deduction.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

#### Eligibility for a Fitness Loan

All college employees in a permanent or term position are eligible to obtain an employee fitness loan to pay for a preferred rate membership, not exceeding 12 months, with college approved service providers.

Employees eligible for this loan can request the loan each year.

#### Actions

- Eligible employees wishing to obtain an employee fitness loan are required to go to the Workforce Development and Human Resources (WDHR), Employee Services Department, located at the college Main Campus and complete and sign an [Employee Fitness Loan Program Payroll Deduction Agreement](#).
- The Employee Services Advisor will prepare and provide the employee with an "Employee Fitness Program Authorization To Participate" form.
- The employee will present the "Employee Fitness Program Authorization To Participate" form to the service provider and request membership in their program.
- If accepted by the service provided, the service provider will invoice NorQuest College for the appropriate duration of the membership.

#### Employee Fitness Loan Payroll Deduction Agreement

- This agreement:
  - enables the college to deduct a specified amount from the employees' biweekly pay in order to repay the college an amount paid by the college on the employees behalf to a fitness service provider, and
  - authorizes the college to deduct any outstanding balance at the time of a leave without pay or termination of employment.

- Payroll deductions will commence on the date specified on the “Employee Fitness Loan Program Payroll Deduction Agreement”.
- The loan to pay for fitness membership will bear no interest; however, an amount related to the market rate of interest, based on the Canada Revenue Agency prescribed rate, will be a taxable benefit to the employee and reported accordingly. Prescribed interest rate details are available on the Canada Revenue Agency website at the following link: [Canada Revenue Agency - Prescribed Interest Rates](#).
- Employees who have signed the Employee Fitness Loan Program Payroll Deduction Agreement and have been accepted by the service provider will NOT be entitled to any refund from NorQuest College, in whole or in part, for fee payments to which they have committed, should they terminate employment, take a leave of absence, or choose to discontinue the program.

#### **College Approved Service Providers**

The following are approved service providers for NorQuest College:

- [MacEwan University Sport and Wellness Centre](#)

#### **Definitions:**

**Employee:** includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

**Permanent position:** means a position designated by the college as continuing to meet ongoing operational requirements. Permanent positions may be Full-time or Part-time.

**Term Position:** means a position designated by the college as a project or replacement position or term-certain for other specified reasons, having a set expiry date. A term position shall be at least six (6) months in duration and may be Full-time or Part-time of not less than one-half time.

#### **Related Information:**

- [Compensation Policy](#)
- [Canada Revenue Agency - Prescribed Interest Rates](#)
- [MacEwan University Sport and Wellness](#)

#### **Related Documentation:**

- [Employee Fitness Loan Program Payroll Deduction Agreement](#)

#### **Next Review Date:**

May 2019

#### **Revision History:**

June 2015: New (replaces Standard Practice 7.10 Employee Health and Wellness)