

SECTION XIII: EMPLOYEE USE OF THE SERVICE AREA FACILITIES AND EQUIPMENT

I. BENEFITED EMPLOYEE MEMBERSHIPS

1. As of the hire date, benefitted employees are entitled to an ultimate single, couple or family membership, for usage of the Service Area.
 - 1.1 Family members listed on the membership must be in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area.
 - 1.1.1 A family consists of one or two adults and children who share the same household and are related and claimed as dependents as per IRS tax guidelines
 - 1.2 The employee membership expires upon termination of employment.
 - 1.3 An employee who terminates employment or gives notice of intent to resign employment may not purchase a membership, services, or activities at employee discounted rates.

II. BENEFITTED EMPLOYEE USAGE OF THE SERVICE AREA FACILITIES

1. Employees must adhere to the membership policies and procedures in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area. Special usage of the facilities, during or after regular hours must be pre-approved by the Director or designated representative. Use of the indoor pools and ice arena require special staffing, which must be arranged by the Service Area Administration. The outdoor pools are not available for special use.
2. Equipment rental equipment is free for the employee, spouse, and dependent children while the employee is present.
3. Service Area equipment is not available for personal use unless authorized by the Director or designee.
4. Lessons/Programs: Employees and their dependents are eligible for a 50% discount off member rates for center offered group lessons, (i.e. swim lessons, skate lessons, tennis lessons, racquetball lessons, etc.) and center offered programs, (i.e. flag football, super sport, summer camps, swim team, water polo, etc.). Lesson and Program discounts are for the employee, spouse, and dependent children.

5. Nursery Usage: The fees for all employees while working are \$1.00 per hour per child for children ages three to eight and \$1.50 per hour for children age two and under. Hours of usage are not pro-rated. All employees are required to follow the procedures for reservations and guidelines as established in the Nursery. Children related to an employee but not a dependent must abide by the guidelines and procedures as established in the Nursery. (i.e. Two hour time limit, regular hourly fees, etc.)
6. Resale Merchandise: An employee purchasing items from the resale department is entitled to a 20% discount on the retail cost of merchandise. (some items may be excluded)
7. Misuse of these privileges may result in disciplinary action.

III. NON-BENEFITTED EMPLOYEE MEMBERSHIPS

1. As of the hire date, non-benefitted employees are entitled to an individual premium membership for usage of the Service Area.
 - 1.1 Family discount: The employee's immediate family (Spouse and/or dependent children) may purchase a resident membership at 50% of the current membership rate.
 - 2.1.1 Upon termination of employment, the purchased membership will be reviewed as to residency and the expiration date pro-rated to the amount paid. The membership may be extended to a full year from the original date of purchase by paying the difference of the amount owed.
 - 1.2 The employee membership expires upon termination of employment.
 - 1.3 An employee who terminates employment or gives notice of intent to resign employment may not purchase a membership, services, or activities at employee discounted rates.

IV. NON- BENEFITTED EMPLOYEE USEAGE OF THE SERVICE AREA FACILITY

1. Employees must adhere to the membership policies and procedures in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area.
2. Equipment rental is free for the employee, spouse, and dependent children while the employee is present.

3. Service Area equipment is not available for personal use unless authorized by the Director or designee.
 4. Ongoing Aerobics, Cycling, and Water Aerobic Classes: Employees will receive a 50% discount off member rates for center offered fitness classes. There are no additional discounts on passes or ultimate memberships. Fitness instructor employees may participate in any other classes at no charge - classes are free on space availability at the time of the class. Participation in other programs or reservations for classes requires payment of the current discounted fees.
 5. Nursery Usage: The fees for all employees while working are \$1.00 per hour per child for children ages three to eight and \$1.50 per hour for children age two and under. Hours of usage are not pro-rated. Nursery employees may have up to two children in the nursery, while working, at no charge. If a nursery employee has more than 2 children in the nursery while working, regular nursery fees will apply per child. All employees are required to follow the procedures for reservations and guidelines, as established in the Nursery. Children related to an employee but not a dependent must abide by the guidelines and procedures as established in the Nursery. (i.e. Two hour time limit, regular hourly fees, etc.)
 6. Resale Merchandise: An employee purchasing items from the resale department is entitled to a 20% discount on the retail cost of merchandise. (some items may be excluded)
 7. Misuse of these privileges may result in disciplinary action.
 8. Employee member rates apply for all other activities and services at Cottonwood Heights Parks and Recreation as established by Administration and the Board of Trustees.
- V. INDEPENDENT CONTRACTOR: Not eligible for a membership or employee discounts. The nursery is available at regular rates and must follow all nursery guidelines and procedures.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Director

BOARD OF TRUSTEES

By: _____

E. Bart Hopkin, Chairman