



City of Greensburg Wellness Policy

Effective: April 4, 2011

Revised: September 4, 2012

Revised: June 15, 2020

Revised: December 19, 2025

1. Eligibility

All full-time City employees and elected officials who are eligible for the City Health Insurance Program as outlined in the City of Greensburg Personnel Policy, provided that the employee meets the minimum use requirements.

Eligible participants may enroll in a health club, as defined by IC 24-4-15-2. To be considered for reimbursement, the following conditions must be met and maintained:

- The health club must be in Decatur County, the employee's county of residence, or an adjacent county.
- The health club must electronically track employees' attendance.
- Attendance documentation may be submitted by the health club or the employee and must clearly show the number of visits during the quarter. Acceptable formats include an electronic attendance log, screenshot, or email confirmation from the facility.
- Employees not participating in payroll deduction must also submit a copy of their membership invoice, which must include their name.
- It is the employee's responsibility to ensure that both a verifiable attendance report and, if applicable, a membership invoice is submitted to the Clerk-Treasurer's Office within 10 days after the end of each quarter.

2. Minimum Use

Eligible employees must use the health club at least 24 times per quarter to be eligible for reimbursement. Reimbursement will only be provided for quarters in which the minimum usage requirement is met.

3. Membership Reimbursement

Reimbursement will be the lesser of the following:

- The actual membership cost for a single membership, or
- \$50 per month for a single membership (*not to exceed \$150 per quarter*)
- \$100 per month for a family membership (*not to exceed \$300 per quarter*) if both spouses are City employees and both meet the attendance requirement. If only one spouse meets the requirement, reimbursement will be issued at the single rate.

- Employees who meet the minimum quarterly usage requirement (24 visits) will receive reimbursement following the end of each quarter (March, June, September, December). Payments are typically issued by the 15th of the following month, after receipt and review of usage documentation.
- *The City will not reimburse enrollment fees, key cards, or additional optional services.*

4. Enrollment

Employees may enroll in the Wellness Program at any time during the year. Reimbursement eligibility will begin in the quarter in which the employee enrolls, provided they meet the minimum usage requirement (24 visits) during that quarter.

To enroll, employees must:

- Complete the health club's membership application
- Submit a copy of the application to the Clerk-Treasurer's Office
- Coordinate with both the health club and the Clerk-Treasurer's Office to ensure attendance data is properly submitted

5. Payroll Deduction and YMCA Partnership

Employees who decide to enroll at the Greensburg YMCA may choose from two payment methods of their monthly membership fees:

- Employees may pay the facility directly OR
- Employees may utilize payroll deduction by contacting the Clerk-Treasurer's office and completing the required Payroll Deduction Authorization.
 - Weekly deductions will be collected and paid directly to the facility at the end of the month.
- Direct payments to additional Health Clubs can be requested but not guaranteed to be admitted to the program.

6. Administration of Wellness Program

This program is subject to change at any time without notice and participation is not guaranteed to be awarded.