St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 02-02-06	Fitness Centre Memberships
Document Type:	Operational Guideline
Status:	
Issued By:	Administration
Index:	02 Employee Resources
Section:	02 Health and Safety
Title:	06 Fitness Centre Memberships

Purpose

To outline the procedures for applying for and maintaining a SJRFD sponsored Fitness Centre membership.

While the SJRFD identifies suitable facilities and pays up to $500 towards an annual membership (pro-rated based on 1 month, 3 month and 6 month membership), the SJRFD also has the responsibility to monitor attendance to ensure that the program is being used in an efficient and cost-effective manner.

Background

This replaces POG #02-02-06 "Fitness Centre Memberships" dated 2019-02-13.

Procedure

The SJRFD will keep an active list of approved Fitness Centres on file which may be amended from time to time. These approved Fitness Centres have been and will be placed upon this list due to their ability to meet three principle factors as determined by the SJRFD. The factors are as follows:

1. Suitable strength training and cardio equipment in order to meet a bona fide occupational requirement;

2. Financially competitive with other Fitness Centres;

3. Able to maintain and provide monthly attendance records to SJRFD.

Employees may bring forward suggestions of alternate facilities for departmental approval by submitting their request to the Supervisor of Administrative Services.

As previously stated, the SJRFD has the responsibility to monitor the use of attendance with each sponsored membership to ensure that the attendance records provided by each approved Fitness Centre are accurate and the employee's visits are accounted for each month. However, it is the employee's responsibility to ensure their membership card is swiped upon entry during each visit, so their attendance can be tracked accurately.

Definition of Acceptable Attendance

As per requested by the SJRFD, all approved Fitness Centres must provide the Department with monthly attendance records of all employees sponsored by the SJRFD.

1. Under "normal circumstances", a demonstration of proper attendance for each employee is deemed to be 104 days per year which equates to two times per week.

2. Outside of "normal circumstances", usage will be reviewed on an individual basis and must be explained to the SJRFD for the employee to continue.

   Employees who anticipate being absent from a Fitness Centre due to unforeseen circumstances for a period of time, that may negatively affect their attendance, is required to notify the Supervisor of Administrative Service by email to avoid a negative impact on his/her record of attendance.

   Should an employee be off on sick leave when his/her membership is due for renewal, he/she is required to submit a doctor's note indicating clearance to attend a Fitness Centre.

Initial Membership

1. Once a SJRFD Permanent Employee or Temporary Firefighter has met the medical requirements as per the Collective Agreement, a letter will be issued to the individual within one (1) week of the request, which will give him/her the appropriate authority to join an approved Fitness Centre. The membership will commence on the first day of the month.

2. Once a SJRFD Relief Dispatcher has met the medical requirements as per the Collective Agreement and worked 1092 hours, a letter will be issued to the individual within one (1) week of the request, which will give him/her the appropriate authority to join an approved Fitness Centre.

3. In the initial membership, applicants will be given permission to join for a 3-month period after which, subject to acceptable attendance, will be given authority to join for a 1-year term.

4. One-year terms will not be given to individuals who have demonstrated poor attendance in the initial 3 months. Those that demonstrate poor attendance will be placed on probation for a 6-month period in which he/she will not be sponsored by the SJRFD.

   Once the 6-month probation is completed, he/she will be given approval to join any approved Fitness Centre for another 3-month period. During that period, attendance will again be monitored and assessed at the end of 3 months.

5. Once attendance has proven to be acceptable by the Department, he/she will be given authority to join any approved Fitness Centre for a 3-month, 6-month, or 1-year term.

Renewals

Approval for renewals will be given to those who continue to demonstrate acceptable attendance in his/her previous membership.

Employees have the option to renew for 3 months, 6 months or one year and attendance will be pro-rated for each membership based on attending 2 times per week (i.e., 24 times for 3 months, etc.).

Current Memberships

1. Review of membership attendance will be assessed based on the length of membership chosen (3 months, 6 months, one year). Those memberships that demonstrate poor attendance will be temporarily suspended and the employee will be placed on probation for a 6-month period.

2. An employee whose membership has been suspended twice, will have his/her membership suspended for a year.

3. After the year the employee will be permitted to join an approved Fitness Centre for 3 months and will be monitored accordingly.

Appeal Process

Should an employee wish to appeal a suspension:

1. A request is to be submitted to the Fire Chief/Director by email indicating a reason for the low attendance and a request to have the matter reviewed.

2. A number of circumstances will be considered, as follows but not limited to:

   a. The employee's attendance history in previous years;
   b. Any prior notification sent to the Supervisor of Administrative Services as outlined under "Definition of Acceptable Attendance" which may have affected his/her attendance;

c. Any other factors that are deemed to be relevant to the review.

3. Should an employee be successful in his/her appeal, he/she will be given permission to join for a 3-month period after which, subject to acceptable attendance, will be given authority to join for a 3-month, 6-month or 1-year period, as per the employee's choice.

4. Those that continue to demonstrate poor attendance will be placed on probation for a 6-month period in which he/she will not be sponsored by the SJRFD.

Membership Rates

Any employee wishing to join another Fitness Centre which is acceptable to the Department, with membership rates exceeding those already established may be approved on an individual basis, however, it will be the responsibility of the employee to pay the remainder of the membership costs themselves.

Approvals
Fire Chief/Director

Responsibility
St. John's Regional Fire Department

POG #02-02-06
Approved by:

~~Sherry L.~~ Colford
Fire Chief
Director of Regional Fire and Emergency Services

March 30, 2022
Date

Appendix/Appendices
3-month Fitness Membership Authorization Letter
1-year Fitness Membership Authorization Letter

Employee Name:
Date of Issue:

Authority to Register at a Designated Fitness Facility - 3 Month Membership

This "Authority" is valid for thirty (30) days from its date of issue and authorizes the member of the St. John's Regional Fire Department whose name appears at the top of this document to enrol at one of the fitness facilities listed below under the arrangements already agreed between the Facility and the City. The named employee must present it to the facility of his/her choice who will retain it for their records. When the letter is handed to the chosen facility, the employee must also produce identification containing a recent photograph to verify his/her identity (a driver's licence is suggested). Additionally, the registration must commence on the first day of a calendar month or, in the case of a facility using a biweekly system, on the first day of the biweekly period next following the first day of a calendar month.

Once an eligible employee has registered at a facility (s)he may not withdraw and register at another until at least twelve months have passed unless written permission has been received from the undersigned. In any case, to register at another facility a current "Authority to Register at a Designated Fitness Facility" is necessary.

The SJRFD will pay a maximum of $125 (***tax included***) per 3-month membership towards an approved Fitness Center. Any member may enroll with an approved letter in any of the referenced Fitness Centers; however, members will be responsible to personally arrange payment with the Fitness Center for any membership fee above $125.

Please forward invoice to: Supervisor – Administrative Services
St. John's Regional Fire Department
5 Fort Townshend
St. John's, NL A1C 5M2
sjrfdadmin@stjohns.ca

☐	**Aquarena**	☐	**YMCA/YWCA**	☐	**Platinum**
☐	**Goodlife Fitness**	☐	**MAX Fitness**	☐	**White Pines**
☐	**MP Summit Centre**	☐	**The Works**	☐	**In Shape Fitness**
☐	**REPs Fitness**	☐	**Paradise Fitness Centre**	☐	**Omega Health & Fitness**
☐	**Whelan Wellness**	☐	**Islander Athletics**	☐	**Fusion Fitness**

Supervisor - Administrative Services

Employee Name:
Effective Date:

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☐	**Whelan Wellness**	☐	**Islander Athletics**	☐	**Fusion Fitness**

Supervisor - Administrative Services