

State of Maine

Gym Membership Reimbursement Program

State of Maine employees who are eligible for State-paid benefits are also eligible for the Gym Membership Reimbursement Program.

Steps to Participate

1. Purchase a gym membership at any qualifying gym
2. Attend the gym at least 8 times per month
3. Request for quarterly reimbursement (up to \$40 per month) including supporting documentation (gym attendance verification and proof of payment). See the [Gym Membership Reimbursement Request Form \(MS-Word\)](#) for more information including important due dates.

List of Gyms

For a partial list of sites that would qualify as a "gym" under this reimbursement program, visit <https://www.maine.gov/bhr/oeh/wellness/gym-membership-reimbursement>. This is not intended to be a complete list. If you are unsure if your gym qualifies, e-mail info.wellness@maine.gov.

How will Covid-19 affect the Gym Membership Reimbursement Program?

As of April 1st, 2020, the Gym Membership Reimbursement Program was suspended until June 30th, 2020. You may submit reimbursement forms for the months of January, February and March but it may take more time to gather qualifying documentation for the Gym Membership Reimbursement Program. Many facilities have the ability to respond to requests for information through email. For the months of March and April we understand that many facilities allowed their members to put a hold on their membership or received a prorated reimbursement. Please continue to check back to our [Covid-19 Resource Page](#) as we will continue share information/resources when they become available.

Who qualifies for the Gym Membership Reimbursement Program?

State of Maine employees eligible for State-paid benefits. That includes full-time, part-time, intermittent, seasonal, acting capacity and paid intern employees. (Contract employees are not eligible.) Seasonal employees should contact their own agency's Human Resources/Payroll office for more information. **Note: Active employment is required for reimbursement.**

Can I submit for reimbursement when I terminate my employment with the State during a quarter?

You must be employed and in active pay status during the submission period at the end of a quarter in order to submit for reimbursement for that quarter. For example, in order to receive reimbursement for July, August, and/or September, you must be employed at the time you submit for reimbursement between October 1 and October 15. Note: termination of employment is not the same as going on seasonal leave. Seasonal employees should contact their agency HR/Payroll office for further instruction on submitting for reimbursement.

Why do I have to go 8 times per month to qualify for gym reimbursement?

The Centers for Disease Control and Prevention (CDC) suggest regular exercise will help improve overall health while reducing the risk for many chronic diseases. Visit the [CDC's website](#) for specific physical activity guidelines.

How do I track visits to ensure I qualify for reimbursement?

You can use the [Gym Attendance Verification sheet \(MS-Word\)](#), an official tracking sheet signed by a gym employee that tracks each visit, or a gym-generated printout of attendance. All employees must identify the gym, the employee name and the date of every gym visit. If the gym document does not include the name of the gym and/or employee name, you may write that on the document.

I'm having surgery and will not be able to work out; can I get an exception to the 8 visits per month requirement?

In this new program, you only qualify for reimbursement for those months in which you meet the 8 visit minimum. Failure to meet the 8 visit minimum does not disqualify you from receiving reimbursement for the other months in that quarter in which you did meet the 8 visit requirement. Nor does it restrict you from applying for reimbursement in other quarters.

What happens if I do not meet the 8 visits per month requirement?

You do not qualify for reimbursement for that month.

Can I be reimbursed if I buy a family or 2-person gym membership?

Yes, however, the reimbursement is for the employee only. The employee will be eligible for reimbursement at the individual reimbursement rate of up to \$40 per month (not to exceed the total cost of the purchased membership). This program is only available to the State of Maine employees eligible for state-paid benefits; family members are not covered by the Gym Membership Reimbursement Program. You will need to provide the cost of an individual membership to that gym on your [Gym Membership Reimbursement Request Form \(MS-Word\)](#).

I have another member of my household who is also a state employee. If we buy a joint or family membership, can we both be reimbursed?

Yes. If two State employees are on the same gym membership, the total of their combined reimbursement amounts shall not exceed the cost of the membership, the gym's rate for 2 individual memberships, and the amount of the receipt submitted, up to \$40 per month for each. Each employee must complete their own [Gym Membership](#)

[Reimbursement Request Form \(MS-Word\)](#) including information about the other state employee(s) in their household who share their membership.

How do I show proof of payment?

Acceptable forms of proof include a copy of: a receipt from the gym; a canceled check; credit card statement; online purchase receipt. All forms must include employee name, gym name, amount paid, and date paid. You must submit proof to cover the quarter for which you are seeking reimbursement. This may require you to submit multiple receipts or the same receipt more than once. Keep the originals or copies for your records.

Do I have to pay my gym membership fee monthly?

No. You can buy any type of membership you want and will need to indicate that on your [Gym Membership Reimbursement Request Form \(MS-Word\)](#). You may need to submit the same receipt more than once.

Is my gym membership reimbursement taxed and how is it reimbursed?

The reimbursement is paid in your paycheck and it is taxed as taxable income. For more information regarding taxable fringe benefits see [IRS Publication 15-B](#).

Who pays for my gym membership?

You are responsible for paying for your gym membership up front and are responsible for submitting reimbursement quarterly.

Does the reimbursement cover the gym fees other than the membership?

No, you (the employee) will be responsible for any additional fees charged by the gym such as one-time joiner fees, processing fees, annual fees, class fees, etc.

Does the reimbursement cover the cost for sessions with a personal trainer, physical therapist or classes that have a cost in addition to the gym membership fee?

No. The reimbursement is only for the cost of your gym membership (up to \$40 per month).

I occasionally travel and would like to use another gym (other than my primary gym); will this apply towards my 8 visits per month?

If your primary gym offers reciprocity that can be documented or you can properly document visits at another facility, these visits may qualify towards your 8 visit minimum. Gym membership reimbursement is based on your primary gym membership. For more information or have questions contact Info.Wellness@maine.gov.

What happens if I change my primary gym during a quarter?

You may count all visits at either gym towards your 8 visit minimum. You may only be reimbursed for the cost of one membership. You will be reimbursed for the facility where you had the majority of your visits. If your visits were split equally between the two gyms, you will be reimbursed for the new membership only.

Can I be reimbursed for two gyms?

No. You will only be reimbursed for your one primary gym.

What type of gyms qualify for this program?

A facility primarily focused on physical fitness, such as a YMCA, Planet Fitness, Cross Fit, etc. If you are uncertain if your gym qualifies, please seek confirmation prior to purchasing a membership. E-mail Info.Wellness@maine.gov.

What types of facilities or memberships would *not* qualify for reimbursement from this program?

Some examples include yoga studios, martial arts classes, swimming pool membership, class-based facilities, by appointment only facilities, etc.

Who do I contact if I have questions about this Gym Membership Reimbursement Program?

Email Info.Wellness@maine.gov.

I would like to provide feedback regarding this program; who do I contact?

Your input is valuable and could lead to changes in the future. It was employee feedback regarding the prior program that led to the creation of this expanded reimbursement program. Representatives from each of the unions and management worked together to develop the requirements for this Gym Membership Reimbursement Program. You are welcome to provide feedback via e-mail to info.wellness@maine.gov. Please note that you may not receive a response to your input/comments, but feedback will be noted for future discussions.