

## General

<b>SOP #G5</b>	<b>Employee Membership/Program Discount Schedule YMCA of the Fox Cities</b>	<b>Effective Date: 01/01/2022</b>
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**SOP Purpose:** The purpose of this SOP is to define the membership/program discounts available for employees.

**Applicability:** All Staff.

**Policy:** Employee discounts are provided to staff members as a benefit of their employment and are listed on the [Employee Discount Schedule](#).

- Only one discount will be honored (employee discount, YMCA financial assistance, or corporate).
- When employment ends, program discounts:
  - For sessions paid in full upon registration will be honored.
  - For programs billed on a daily, weekly or monthly schedule will terminate the following billing cycle.
- Discounts or refunds for discounts are NOT given when registering online except for School Age School Year and Summer Day Camp programs housed in our Child Care module where online registration is the only option for registering.
- Play and Learn care over 5 hours per day is considered full-time care per our policy and licensing regulations.
- Personal Training, Private Instruction, Adult Overnight Trips, Tennis/Pickleball, 24/7 Access and Competition Entry Fees for Dance and Gymnastics are excluded from employee discounts.
- HR will monitor employee status on a monthly basis and contact the supervisor regarding any employee who does not meet the requirements of their current status. If an employee does not meet the status for two consecutive months, they will be moved to the appropriate status at the start of the third month and all discounts will be adjusted.

### Keyword Definitions:

- Family: employee, employee's spouse, domestic partner that lives in the same household and any persons for whom the employee is financially responsible.
- Employee Status (as listed in the Human Resources Kronos System)
  - Full Time:
    - Full Time: Scheduled on a continuous basis to work at least 30 hours or more each week for 12 months of the calendar year.
    - Part-Time 30-37/Coordinators: Part-time hourly coordinators.
  - Part-Time 20-29 hrs/week: Regularly scheduled on a continuous basis to work 20 - 29 hours per week for 10 or more months of the calendar year.
  - Part-Time 7-19 hrs/week: Regularly scheduled to work 7-19 hours per week.
  - Part-Time 2-6 hrs/week or Seasonal: Regularly scheduled to work 2-6 hours per week.
  - Flex: employees who are not regularly scheduled and/or work less than 2 hours per week are not eligible for discounts.

### Other Associated Documents:



## Employee Membership/Program Discount Schedule - January 2022 YMCA OF THE FOX CITIES

	Full Time/ Part-Time 30-37/ Coordinators	Part-Time 20-29 hrs/week:	Part-Time 7-19 hrs/week:	Part-Time 2-6 hrs/week or Seasonal:
<p>*All discounts are determined by hours worked on a monthly basis. If after 60 days, employees are not working enough hours to maintain discount eligibility, they will be administratively moved to the correct status and all discounts and scheduled payments will be adjusted.</p> <p>*All discounts are based on individual membership status.</p>	<ul style="list-style-type: none"> <li>Scheduled on a continuous basis to work at least 30 hours or more each week for 12 months of the calendar year.</li> </ul> <p><b>Part-Time Coordinators:</b> Part-time hourly coordinators.</p>	<ul style="list-style-type: none"> <li>Scheduled to work 20-29 hours per week on a continuous basis.</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled to work 7-19 hours per week on a continuous basis.</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled to work 2-6 hours per week on a continuous basis.</li> <li>Hired as a seasonal employee.</li> </ul>
<p><b>Flex Status:</b> Employees who are not regularly scheduled and work less than 2 hours per week are not eligible for discounts.</p>				
<p>Apple Creek YMCA (ACY), Appleton YMCA (APY), Child Learning Center (CLC), Fox West YMCA (FWY), Heart of the Valley YMCA (HVY), Neenah-Menasha YMCA (NMY), Camp Nan A Bo Sho (NABS), Ogden YMCA (OGY)</p>				
<p><b>Specific adjustment to use</b></p>				
<p><b>Membership</b></p>	Free Membership of Employee's Choice	Free Membership for Employee: Employee may upgrade and add any of their household members by paying the difference between their employee membership type and the upgrade.		
<p><b>Membership Joiner Fee</b></p>	Waived	Waived	Waived	Waived
<p><b>KIT Lockers</b> (APY, FWY, HVY and NMY)</p>	100% Self & Family <small>OX - Employee FT/PT 30+ - Kit Locker (self) OR (family)</small>	No Discount	No Discount	No Discount
<p><b>CHILD CARE</b></p>				
<p><b>Full Time Day Care</b> (6 weeks to 2 years)</p>	25% Off <small>OX - Employee FT/PT 30+ - Day Care (6wks to 2yrs)</small>	No Discount	No Discount	No Discount
<p><b>Full Time Day Care</b> including 4K and 4K Wrap Around (2 years to 5 years)</p>	50% Off <small>OX - Employee FT/PT 30+ - Day Care (2yrs to 5yrs)</small>	25% Off <small>OX - Employee PT 20-29 - Day Care (2yrs to 5yrs)</small>	No Discount	No Discount
<p><b>Pre-School/Pre-K</b> (1 pre-school class/session/child)</p>	50% Off <small>OX - Employee FT/PT 30+ - Pre-School/Pre-K</small>	25% Off <small>OX - Employee PT 20-29 - Pre-School/Pre-K</small>	No Discount	No Discount
<p><b>Day Camps</b> (1/2 &amp; Full Day), <b>Summer Speciality Day Camps</b> and <b>Camp Nan A Bo Sho</b></p>	50% Off <small>OX - Employee FT/PT 30+ - Day Camp &amp; Camp NABS</small>	25% Off <small>OX - Employee PT 20-29 - Day Camp &amp; Camp NABS</small>	25% Off <small>OX - Employee PT 7-19 - Day Camp &amp; Camp NABS</small>	No Discount
<p><b>Registration Fees</b> for Day Care, School Age, Pre-School and Pre-K</p>	No Discount	No Discount	No Discount	No Discount
<p><b>PLAY AND LEARN AND KIDS CORNER</b></p>				
<p><b>Play &amp; Learn Licensed Program</b> (ACY, APY) <b>(6 weeks to 2 years)</b> While working up to 3 hours/day.</p>	25% Off (while working) <small>OX - P&amp;L 6wks-2yrs up to 3hrs - Employee FT/PT 30+</small>	25% Off (while working) <small>OX - P&amp;L 6wks-2yrs up to 3hrs - Employee PT 20-29</small>	25% Off (while working) <small>OX - P&amp;L 6wks-2yrs up to 3hrs - Employee PT 7-19</small>	No Discount
<p><b>Play &amp; Learn Licensed Program</b> (ACY, APY) <b>(2 years to 6 years)</b> While working up to 3 hours/day.</p>	100% Off (while working) <small>OX - P&amp;L 2yrs-6yrs up to 3hrs - Employee FT/PT 30+</small>	100% Off (while working) <small>OX - P&amp;L 2yrs-6yrs up to 3hrs - Employee PT 20-29</small>	100% Off (while working) <small>OX - P&amp;L 2yrs-6yrs up to 3hrs - Employee PT 7-19</small>	100% Off (while working) <small>OX - P&amp;L 2yrs-6yrs up to 3hrs - Employee PT 2-6</small>
<p><b>Play &amp; Learn Licensed Program</b> (ACY, APY) <b>(2 years to 6 years)</b> While working hours 4 &amp; 5 per day.</p>	50% Off (while working) <small>OX - P&amp;L 2yrs-6yrs hrs 4 &amp; 5 - Employee FT/PT 30+</small>	25% Off (while working) <small>OX - P&amp;L 2yrs-6yrs hrs 4 &amp; 5 - Employee PT 20-29</small>	25% Off (while working) <small>OX - P&amp;L 2yrs-6yrs hrs 4 &amp; 5 - Employee PT 7-19</small>	No Discount
<p><b>Play &amp; Learn Licensed Program</b> Up to 3 hours per day while NOT working at the YMCA. <b>Kids Corner Program</b> Up to 3 hours per day while NOT working at the YMCA.</p>	25% Off (while NOT working) <small>OX - P&amp;L 3hrs NOT Working - Employee FT/PT 30+ OX - KC up to 3hrs NOT Working - Employee FT/PT 30+</small>	25% Off (while NOT working) <small>OX - P&amp;L 3 hrs NOT Working - Employee PT 20-29 OX - KC up to 3hrs NOT Working - Employee PT 20-29</small>	No Discount	No Discount
<p><b>Kids Corner Program</b> (FWY, HVY, NMY, OGY) While working up to 3 hours/day.</p>	100% Off (while working and in-house) <small>OX - KC up to 3hrs WORKING - Employee FT/PT 30+</small>	100% Off (while working and in-house) <small>OX - KC up to 3hrs WORKING - Employee PT 20-29</small>	100% Off (while working and in-house) <small>OX - KC up to 3hrs WORKING - Employee PT 7-19</small>	100% Off (while working and in-house) <small>OX - KC up to 3hrs WORKING - Employee PT 2-6</small>

<b>SCHOOL AGE</b>				
<b>School Age</b> (School Age Employees only: 100% discount during school year and 50% discount for summer, if your child is enrolled at your school site.) <b>OX - School Age Staff ONLY - School Year Site OR OX - School Age Staff ONLY - Summer Site</b>	50% Off REGISTER ONLINE <b>OX - Employee FT/PT 30+ - School Age</b>	25% Off REGISTER ONLINE <b>OX - Employee PT 20-29 - School Age</b>	25% Off REGISTER ONLINE <b>OX - Employee PT 7-19 - School Age</b>	No Discount
<b>Registration Fees</b> for Day Care, School Age, Pre-School and Pre-K	No Discount	No Discount	No Discount	No Discount
<b>PROGRAM</b>				
<b>Programs</b> **Some discounts may vary due to additional materials or charges. (Ex: growth & development, stained glass, basket weaving, pottery, contracted specialty classes such as kayaking and scuba diving.) Workshops receive no discount.	100% Self & 100% Family <b>OX - Employee FT/PT 30+ - Programs (self) OR (family)</b>	100% Self & 50% Family <b>OX - Employee PT 20-29 - Programs (self) OR (family)</b>	100% Self & 25% Family <b>OX - Employee PT 7-19 - Programs (self) OR (family)</b>	No Discount
<b>One Time Fee for Program/Class</b> (Ex: books, supplies, costumes, uniforms, swim suits, t-shirts, competition fees or any other one time fee.)	No Discount	No Discount	No Discount	No Discount
<b>Private Instruction - 1 Student Only</b> (Ex: massage, individual music, piano, guitar lessons, personal training, nutrition, etc.)	No Discount	No Discount	No Discount	No Discount
<b>Small Group</b> - Limited space typically 2 - 6 people (Ex: some swim lessons, music, small group, aerial yoga, Synergy, TRX training, Warrior Workout, etc.) Personal training is excluded.	50% Off <b>OX - Employee FT/PT 30+ - Small Group</b>	25% Off <b>OX - Employee PT 20-29 - Small Group</b>	25% Off <b>OX - Employee PT 7-19 - Small Group</b>	No Discount
<b>Teams</b> (Ex: program fees for Gymnastics, Swimming, Dance Competition Teams) Competition entry fees are excluded.	50% Off <b>OX - Employee FT/PT 30+ - Teams</b>	25% Off <b>OX - Employee PT 20-29 - Teams</b>	25% Off <b>OX - Employee PT 7-19 - Teams</b>	No Discount
<b>Adult One Day Bus Trips</b> Overnight trips are excluded.	25% Off <b>OX - Employee FT/PT 30+ - One Day Bus Trip</b>	25% Off <b>OX - Employee PT 20-29 - One Day Bus Trip</b>	25% Off <b>OX - Employee PT 7-19 - One Day Bus Trip</b>	No Discount
<b>YMCA Birthday Parties, Family Fun Center, Adventure Alley, Fun Runs, Gymnastics Center</b>	25% Off <b>OX - Employee FT/PT 30+ - Miscellaneous Discount</b>	25% Off <b>OX - Employee PT 20-29 - Miscellaneous Discount</b>	25% Off <b>OX - Employee PT 7-19 - Miscellaneous Discount</b>	No Discount
<b>Tennis / Pickleball</b> Tennis Add On, Lessons, Leagues, Cardio Tennis & Court Fees	No Discount Tennis Pros/Coaches receive free court time and add on. Exempt tennis pro families receive free court time.	No Discount	No Discount	No Discount
<b>24/7 Access</b>	No Discount	No Discount	No Discount	No Discount

<b>MEMBERSHIP TYPES - Part Time Employees 2-29 hrs/week:</b>			
<b>Membership Type</b>	<b>Rate</b>	<b>Employee Discount</b>	<b>Employee Pays</b>
<b>Youth:</b> Individual 6-18 years of age	\$18.00	\$18.00	\$0.00
<b>Youth 2:</b> Two youth memberships (6-18 years of age) under one account	\$36.00	\$18.00	\$18.00
<b>Youth 3:</b> Three youth memberships (6-18 years of age) under one account	\$54.00	\$18.00	\$36.00
<b>Youth 4:</b> Four youth memberships (6-18 years of age) under one account	\$72.00	\$18.00	\$54.00
<b>Youth Upgrading to Family:</b> Youth employee, as a dependent, can apply employee discount to family's membership			
	\$74.00	\$18.00	\$56.00
<b>Youth Upgrading to Adult + Children:</b> Youth employee, as a dependent, can apply employee discount to family's membership			
	\$62.00	\$18.00	\$44.00
<b>Young Adult:</b> Individual 19-29 years of age.			
	\$28.00	\$28.00	\$0.00
<b>Young Adult +1:</b> Two young adults (19-29 years of age) living in the same household	\$40.00	\$28.00	\$12.00
<b>Young Adult +2:</b> Three young adults (19-29 years of age) living in the same household	\$52.00	\$28.00	\$24.00
<b>Young Adult +3:</b> Four young adults (19-29 years of age) living in the same household	\$64.00	\$28.00	\$36.00
<b>Young Adult + Children:</b> One young adult (19-29 years of age) plus children through age 18 living in the same household			
	\$40.00	\$28.00	\$12.00
<b>Young Adult Family:</b> Two young adults (19-29 years of age) with children through age 18 living in the same household			
	\$52.00	\$28.00	\$24.00
<b>Young Adult Family +1:</b> Three young adults (19-29 years of age) with children through age 18 living in the same household	\$64.00	\$28.00	\$36.00
<b>Young Adult Family +2:</b> Four young adults (19-29 years of age) with children through age 18 living in the same household	\$76.00	\$28.00	\$48.00
<b>Young Adult Family +3:</b> Five young adults (19-29 years of age) with children through age 18 living in the same household	\$88.00	\$28.00	\$60.00
<b>Young Adult Upgrading to Family:</b> Young adult employee, as a dependent, can apply employee discount to family's membership			
	\$74.00	\$28.00	\$46.00
<b>Young Adult Upgrading to Adult + Children:</b> Young adult employee, as a dependent, can apply employee discount to family's membership			
	\$62.00	\$28.00	\$34.00

<b>Adult:</b> Individual 30-64 years of age	\$50.00	\$50.00	\$0.00
<b>Adult +1:</b> Two adults living in the same household	\$62.00	\$50.00	\$12.00
<b>Adult +2:</b> Three adults living in the same household	\$74.00	\$50.00	\$24.00
<b>Adult +3:</b> Four adults living in the same household	\$86.00	\$50.00	\$36.00
<b>Adult +Children:</b> One adult (age 30-64) with children through age 29 living in the same household	\$62.00	\$50.00	\$12.00
<b>Senior Adult:</b> One adult age 65+	\$45.00	\$45.00	\$0.00
<b>Senior Adult +1:</b> Two adults (one age 65+) living in the same household	\$57.00	\$45.00	\$12.00
<b>Senior Adult +2:</b> Three adults (one age 65+) living in the same household	\$69.00	\$45.00	\$24.00
<b>Senior Adult +3:</b> Four adults (one 65+) living in the same household	\$81.00	\$45.00	\$36.00
<b>Senior Adult +Children:</b> One adult (65+) with children through age 29 living in the same household	\$57.00	\$45.00	\$12.00
<b>Family:</b> Two adults with children through age 29 living in the same household	\$74.00	\$50.00	\$24.00
<b>Family +1:</b> Three adults with children through age 29 living in the same household	\$86.00	\$50.00	\$36.00
<b>Family +2:</b> Four adults with children through age 29 living in the same household	\$98.00	\$50.00	\$48.00
<b>Family +3:</b> Five adults with children through age 29 living in the same household	\$110.00	\$50.00	\$60.00
<b>Senior Family:</b> Two adults (one 65+) with children through age 29 living in the same household	\$69.00	\$45.00	\$24.00
<b>Senior Family +1:</b> Three adults (one 65+) with children through age 29 living in the same household	\$81.00	\$45.00	\$36.00
<b>Senior Family +2:</b> Four adults (one 65+) with children through age 29 living in the same household	\$93.00	\$45.00	\$48.00
<b>Senior Family +3:</b> Five adults (one 65+) with children through age 29 living in the same household	\$105.00	\$45.00	\$60.00