

General		
<b>SOP #G5</b>	<b>Employee Membership/Program Discount Schedule YMCA of the Fox Cities</b>	<b>Effective Date: 08/17/2020</b>

**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 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: 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 - August 2020

### YMCA OF THE FOX CITIES

Specific adjustment to use	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:
ACY = Apple Creek YMCA APY = Appleton YMCA CLC = Child Learning Center FWY = Fox West YMCA HVY = Heart of the Valley YMCA NMY = Neenah-Menasha YMCA NABS = Camp Nan A Bo Sho	• Scheduled on a continuous basis to work at least 30 hours or more each week for 12 months of the calendar year. <b>Part-Time Coordinators:</b> Part-time hourly coordinators	• Regularly scheduled on a continuous basis to work 20-29 hours per week.	• Regularly scheduled to work 7-19 hours per week.	• Regularly scheduled to work 2-6 hours per week.
<b>Flex Status: employees who are not regularly scheduled and work less than 2 hours per week are not eligible for discounts.</b>				
<b>All discounts are based on the participant's individual membership status.</b>				
All discounts will be determined by hours worked on a monthly basis. If after 60 days, employees are not working enough hours to maintain discount eligibility, they will administratively move to the correct status and any and all discounts and scheduled payments will be adjusted.				
<b>MEMBERSHIP</b>				
Membership	Free Membership of Employee's Choice	Free Membership for Employee Optional Upgrades: <ul style="list-style-type: none"> <li>• Adult, Young Adult to:               <ul style="list-style-type: none"> <li>• Family \$22</li> <li>• One Parent Household \$16</li> </ul> </li> <li>• Senior Adult, Adult, Young Adult to:               <ul style="list-style-type: none"> <li>• Senior Family \$19</li> </ul> </li> <li>• Additional adult(s) on a family unit are \$10/adult.</li> </ul>		
Membership Joiner's Fee	Waived	Waived	Waived	Waived
KIT Lockers (APY, FWY, HVY and NMY)	100% Self & Family <b>OX - Employee FT/PT 30+ - Kit Locker (self) OR (family)</b>	No Discount	No Discount	No Discount
<b>CHILD CARE</b>				
Full Time Day Care (6 weeks to 2 years)	25% Off <b>OX - Employee FT/PT 30+ - Day Care (6wks to 2yrs)</b>	No Discount	No Discount	No Discount
Full Time Day Care including 4K and 4K Wrap Around (2 years to 5 years)	50% Off <b>OX - Employee FT/PT 30+ - Day Care (2yrs to 5yrs)</b>	25% Off <b>OX - Employee PT 20-29 - Day Care (2yrs to 5yrs)</b>	No Discount	No Discount
Pre-School/Pre-K (1 pre-school class/session/child)	50% Off <b>OX - Employee FT/PT 30+ - Pre-School/Pre-K</b>	25% Off <b>OX - Employee PT 20-29 - Pre-School/Pre-K</b>	No Discount	No Discount
Day Camps (1/2 & Full Day) and Camp Nan A Bo Sho	50% Off <b>OX - Employee FT/PT 30+ - Day Camp &amp; Camp NABS</b>	25% Off <b>OX - Employee PT 20-29 - Day Camp &amp; Camp NABS</b>	25% Off <b>OX - Employee PT 7-19 - Day Camp &amp; Camp NABS</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>PLAY AND LEARN AND KIDS CORNER</b>				
<b>Play &amp; Learn Licensed Program</b> (ACY, APY, CLC) <b>(6 weeks to 2 years)</b> While working up to 3 hours/day.	25% Off (while working) <b>OX - P&amp;L 6wks-2yrs up to 3hrs - Employee FT/PT 30+</b>	25% Off (while working) <b>OX - P&amp;L 6wks-2yrs up to 3hrs - Employee PT 20-29</b>	25% Off (while working) <b>OX - P&amp;L 6wks-2yrs up to 3hrs - Employee PT 7-19</b>	No Discount
<b>Play &amp; Learn Licensed Program</b> (ACY, APY, CLC) <b>(2 years to 6 years)</b> While working up to 3 hours/day.	100% Off (while working) <b>OX - P&amp;L 2yrs-6yrs up to 3hrs - Employee FT/PT 30+</b>	100% Off (while working) <b>OX - P&amp;L 2yrs-6yrs up to 3hrs - Employee PT 20-29</b>	100% Off (while working) <b>OX - P&amp;L 2yrs-6yrs up to 3hrs - Employee PT 7-19</b>	100% Off (while working) <b>OX - P&amp;L 2yrs-6yrs up to 3hrs - Employee PT 2-6</b>
<b>Play &amp; Learn Licensed Program</b> (ACY, APY, CLC) <b>(2 years to 6 years)</b> While working hours 4 & 5 per day.	50% Off (while working) <b>OX - P&amp;L 2yrs-6yrs hrs 4 &amp; 5 - Employee FT/PT 30+</b>	25% Off (while working) <b>OX - P&amp;L 2yrs-6yrs hrs 4 &amp; 5 - Employee PT 20-29</b>	25% Off (while working) <b>OX - P&amp;L 2yrs-6yrs hrs 4 &amp; 5 - Employee PT 7-19</b>	No Discount
<b>Play &amp; Learn Licensed Program</b> Up to 3 hours per day while NOT working at the YMCA.	25% Off (while NOT working) <b>OX - P&amp;L 3hrs NOT Working - Employee FT/PT 30+</b>	25% Off (while NOT working) <b>OX - P&amp;L 3 hrs NOT Working - Employee PT 20-29</b>	No Discount	No Discount
<b>Kids Corner Program</b> Up to 3 hours per day while NOT working at the YMCA.	<b>OX - KC up to 3hrs NOT Working- Employee FT/PT 30+</b>	<b>OX - KC up to 3hrs NOT Working- Employee PT 20-29</b>		
<b>Kids Corner Program</b> FWY, HVY, NMY While working up to 3 hours/day.	100% Off (while working and in-house) <b>OX - KC up to 3hrs WORKING - Employee FT/PT 30+</b>	100% Off (while working and in-house) <b>OX - KC up to 3hrs WORKING - Employee PT 20-29</b>	100% Off (while working and in-house) <b>OX - KC up to 3hrs WORKING - Employee PT 7-19</b>	100% Off (while working and in-house) <b>OX - KC up to 3hrs WORKING - Employee PT 2-6</b>



# Employee Membership/Program Discount Schedule - August 2020

## YMCA OF THE FOX CITIES

SCHOOL AGE				
<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
PROGRAM				
<b>Programs and Summer Specialty Day Camps</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.)	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, Pilates reformer, TRX training, 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) <b>excludes competition entry fees</b>	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 Retail Merchandise</b>	10% Off <b>OX - Employee FT/PT 30+ - YMCA Merchandise</b>	10% Off <b>OX - Employee PT 20-29 - YMCA Merchandise</b>	10% Off <b>OX - Employee PT 7-19 - YMCA Merchandise</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