

General		
SOP #G5	Employee Membership/Program Discount Schedule YMCA of the Fox Cities	Effective Date: 3/6/2025

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.
- All employees working more than 2 hours per week can request from their supervisor a promo code for select aquatic lessons, gymnastics, growth & development and dance programs.
- 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, 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 2025

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>	<p>• Scheduled on a continuous basis to work at least 30 hours or more each week for 12 months of the calendar year.</p> <p>Part-Time Coordinators: Part-time hourly coordinators.</p>	<p>• Scheduled to work 20-29 hours per week on a continuous basis.</p>	<p>• Scheduled to work 7-19 hours per week on a continuous basis.</p>	<p>• Scheduled to work 2-6 hours per week on a continuous basis.</p> <p>• Hired as a seasonal employee.</p>
Flex Status: Employees who are not regularly scheduled and work less than 2 hours per week are not eligible for discounts.				
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)				
Specific adjustment to use				
Membership	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.		
Membership Joiner Fee	Waived	Waived	Waived	Waived
KIT Lockers (APY, FWY, HVY and NMY)	100% Self & Family <i>OX - Employee FT/PT 30+ - Kit Locker (self) OR (family)</i>	No Discount	No Discount	No Discount
24/7 Access	100% Self <i>OX - 24/7 Employees (2+hrs/week)</i>	100% Self <i>OX - 24/7 Employees (2+hrs/week)</i>	100% Self <i>OX - 24/7 Employees (2+hrs/week)</i>	100% Self <i>OX - 24/7 Employees (2+hrs/week)</i>
CHILD CARE - all registration fees are excluded from discounts				
Full Time Day Care (6 weeks to 2 years)	25% Off <i>OX - Employee FT/PT 30+ - Day Care (6wks to 2yrs)</i>	No Discount	No Discount	No Discount
Full Time Day Care including 4K and 4K Wrap Around (2 years to 5 years)	50% Off <i>OX - Employee FT/PT 30+ - Day Care (2yrs to 5yrs)</i>	25% Off <i>OX - Employee PT 20-29 - Day Care (2yrs to 5yrs)</i>	No Discount	No Discount
Pre-School/Pre-K (1 pre-school class/session/child)	50% Off <i>OX - Employee FT/PT 30+ - Pre School/Pre-K</i>	25% Off <i>OX - Employee PT 20-29 - Pre School/Pre-K</i>	No Discount	No Discount
Day Camps (1/2 & Full Day), and Camp Nan A Bo Sho	50% Off <i>OX - Employee FT/PT 30+ - Day Camp & Camp NABS</i>	25% Off <i>OX - Employee PT 20-29 - Day Camp & Camp NABS</i>	25% Off <i>OX - Employee PT 7-19 - Day Camp & Camp NABS</i>	No Discount
Speciality Day Camps Camp Hope/Inspiration, Kids Camps, Outdoor Exploration, Art, Tennis, Sport & Gymnastic Camps	50% Off <i>OX - Employee FT/PT 30+ - Day Camp & Camp NABS</i>	25% Off <i>OX - Employee PT 20-29 - Day Camp & Camp NABS</i>	25% Off <i>OX - Employee PT 7-19 - Day Camp & Camp NABS</i>	No Discount
PLAY AND LEARN AND KIDS CORNER - all registration fees are excluded from discounts				
Play & Learn Licensed Program (ACY, APY) (6 weeks to 2 years) While working up to 3 hours/day.	25% Off (while working) <i>OX - P&L 6wks-2yrs up to 3hrs - Employee FT/PT 30+</i>	25% Off (while working) <i>OX - P&L 6wks-2yrs up to 3hrs - Employee PT 20-29</i>	25% Off (while working) <i>OX - P&L 6wks-2yrs up to 3hrs - Employee PT 7-19</i>	No Discount
Play & Learn Licensed Program (ACY, APY) (2 years to 6 years) While working up to 3 hours/day.	100% Off (while working) <i>OX - P&L 2yrs-6yrs up to 3hrs - Employee FT/PT 30+</i>	100% Off (while working) <i>OX - P&L 2yrs-6yrs up to 3hrs - Employee PT 20-29</i>	100% Off (while working) <i>OX - P&L 2yrs-6yrs up to 3hrs - Employee PT 7-19</i>	100% Off (while working) <i>OX - P&L 2yrs-6yrs up to 3hrs - Employee PT 2-6</i>
Play & Learn Licensed Program (ACY, APY) (2 years to 6 years) While working hours 4 & 5 per day.	50% Off (while working) <i>OX - P&L 2yrs-6yrs hrs 4 & 5 - Employee FT/PT 30+</i>	25% Off (while working) <i>OX - P&L 2yrs-6yrs hrs 4 & 5 - Employee PT 20-29</i>	25% Off (while working) <i>OX - P&L 2yrs-6yrs hrs 4 & 5 - Employee PT 7-19</i>	No Discount

Play & Learn Licensed Program Up to 3 hours per day while NOT working at the YMCA. Kids Corner Program Up to 3 hours per day while NOT working at the YMCA.	25% Off (while NOT working) OX - P&L 3hrs NOT Working - Employee FT/PT 30+ OX - KC up to 3hrs NOT Working- Employee FT/PT 30+	25% Off (while NOT working) OX - P&L 3 hrs NOT Working - Employee PT 20-29 OX - KC up to 3hrs NOT Working- Employee PT 20-29	No Discount	No Discount
Kids Corner Program (FWY, HVY, NMY, OGY) While working up to 3 hours/day.	100% Off (while working and in-house) OX - KC up to 3hrs WORKING - Employee FT/PT 30+	100% Off (while working and in-house) OX - KC up to 3hrs WORKING - Employee PT 20-29	100% Off (while working and in-house) OX - KC up to 3hrs WORKING - Employee PT 7-19	100% Off (while working and in-house) OX - KC up to 3hrs WORKING- Employee PT 2-6
SCHOOL AGE - all registration fees are excluded from discounts				
School Age (School Age Employees only:100% discount during school year and 50% discount for summer, if your child is enrolled at your school site.) OX - School Age Staff ONLY - School Year Site OR OX - School Age Staff ONLY - Summer Site	50% Off REGISTER ONLINE OX - Employee FT/PT 30+ - School Age	25% Off REGISTER ONLINE OX - Employee PT 20-29 - School Age	25% Off REGISTER ONLINE OX - Employee PT 7-19 - School Age	No Discount
PROGRAM				
Programs Babysitting/Be A Safe Kid is excluded. **Some discounts may vary due to additional materials or charges. (Ex: specialty growth & development, pottery, contracted specialty classes such as kayaking for supplies, books, t-shirts)	100% Self & 100% Family OX - Employee FT/PT 30+ - Programs (self) OR (family)	100% Self & 50% Family OX - Employee PT 20-29 - Programs (self) OR (family)	100% Self & 25% Family OX - Employee PT 7-19 - Programs (self) OR (family)	No Discount
Workshops (1 or 2 day programs) Cooking classes, ForeverWell Art	No Discount	No Discount	No Discount	No Discount
Private Instruction 1 Student Only (Ex: massage, individual music, piano, guitar lessons, personal training, nutrition, reformer, swim lessons, etc.)	No Discount	No Discount	No Discount	No Discount
Small Group Limited space typically 2 - 6 people (Ex: swim lessons, music, New Years evolution, aerial yoga, Synergy Packages, Warrior Workout Packages, etc.) *Personal training, Unlimited Synergy, Unlimited Warrior Workout and pilates reformer are excluded.	50% Off OX - Employee FT/PT 30+ - Small Group	25% Off OX - Employee PT 20-29 - Small Group	25% Off OX - Employee PT 7-19 - Small Group	No Discount
Teams (Ex: program fees for Gymnastics, Swimming, Dance Competition Teams) Competition entry fees, supplies, uniforms, apparel are excluded.	50% Off OX - Employee FT/PT 30+ - Teams	25% Off OX - Employee PT 20-29 - Teams	25% Off OX - Employee PT 7-19 - Teams	No Discount
Adult One Day Bus Trips Overnight trips, field-trips, contracted outdoor excursions & Camp Nan A Bo Sho are excluded.	15% Off OX - Employee FT/PT 30+ - One Day Bus Trip	15% Off OX - Employee PT 20-29 - One Day Bus Trip	15% Off OX - Employee PT 7-19 - One Day Bus Trip	No Discount
YMCA Birthday Parties and space rentals	25% Off OX - Employee FT/PT 30+ - Miscellaneous Discount	25% Off OX - Employee PT 20-29 - Miscellaneous Discount	25% Off OX - Employee PT 7-19 - Miscellaneous Discount	No Discount
Tennis / Pickleball 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

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EMPLOYEE MEMBERSHIP DISCOUNTS

Part-Time Employees 2-29 hours/week

	Youth Individual 6-18 years of age	Youth 2 2 youth members, 6-18 years of age, under one account	Youth 3 3 youth members, 6-18 years of age, under one account	Youth Upgrade to Family Youth employee, as a dependent, can apply employee discount to family's membership	Youth Upgrade to Adult + Children Youth employee, as a dependent, can apply employee discount to family's membership	YOUNG ADULT Individual 19-29 years of age	YOUNG ADULT +1 2 young adults, 19-29 years of age, living in the same household
Full membership	\$23.00	\$46.00	\$69.00	\$81.00	\$69.00	\$33.00	\$45.00
Y Discount	(\$23.00)	(\$23.00)	(\$23.00)	(\$23.00)	(\$23.00)	(\$33.00)	(\$33.00)
Employee pays	\$0.00	\$23.00	\$46.00	\$58.00	\$46.00	\$0.00	\$12.00
	YOUNG ADULT +2 3 young adults, 19-29 years of age, living in the same household	YOUNG ADULT +3 4 young adults, 19-29 years of age, living in the same household	YOUNG ADULT +CHILDREN 1 young adult, 19-29 years of age, plus children through age 18 living in the same household	YOUNG ADULT FAMILY 2 young adults, 19-29 years of age, with children through age 18 living in the same household	YOUNG ADULT FAMILY +1 3 young adults, 19-29 years of age, with children through age 18 living in the same household	YOUNG ADULT FAMILY +2 4 young adults, 19-29 years of age, with children through age 18 living in the same household	YOUNG ADULT FAMILY +3 5 young adults, 19-29 years of age, with children through age 18 living in the same household
Full membership	\$57.00	\$69.00	\$45.00	\$57.00	\$69.00	\$81.00	\$93.00
Y Discount	(\$33.00)	(\$33.00)	(\$33.00)	(\$33.00)	(\$33.00)	(\$33.00)	(\$33.00)
Employee pays	\$24.00	\$36.00	\$12.00	\$24.00	\$36.00	\$48.00	\$60.00
	Young Adult Upgrade to Family Youth employee, as a dependent, can apply employee discount to family's membership	Young Adult Upgrade to Adult + Children Youth employee, as a dependent, can apply employee discount to family's membership	ADULT Individual 30-64 years of age	ADULT +1 2 adults living in the same household	ADULT +2 3 adults living in the same household	ADULT +3 4 adults living in the same household	ADULT +CHILDREN 1 adult, age 30-64, with children through age 29 living in the same household
Full membership	\$81.00	\$69.00	\$57.00	\$69.00	\$81.00	\$93.00	\$69.00
Y Discount	(\$33.00)	(\$33.00)	(\$57.00)	(\$57.00)	(\$57.00)	(\$57.00)	(\$57.00)
Employee pays	\$48.00	\$36.00	\$0.00	\$12.00	\$24.00	\$36.00	\$12.00
	SENIOR ADULT Individual age 65+	SENIOR ADULT +1 2 adults, one age 65+, living in the same household	SENIOR ADULT +2 3 adults, one age 65+, living in the same household	SENIOR ADULT +3 4 adults, one age 65+, living in the same household	SENIOR ADULT + CHILDREN 1 adult, age 65+, with children through age 29 living in the same household	FAMILY 2 adults with children through age 29 living in the same household	FAMILY + 1 3 adults with children through age 29 living in the same household
Full membership	\$52.00	\$64.00	\$76.00	\$88.00	\$64.00	\$81.00	\$93.00
Y Discount	(\$52.00)	(\$52.00)	(\$52.00)	(\$52.00)	(\$52.00)	(\$57.00)	(\$57.00)
Employee pays	\$0.00	\$12.00	\$24.00	\$36.00	\$12.00	\$24.00	\$36.00
	FAMILY + 2 4 adults with children through age 29 living in the same household	FAMILY +3 5 adults with children through age 29 living in the same household	SENIOR FAMILY 2 adults, one 65+, with children through age 29 living in the same household	SENIOR FAMILY +1 3 adults, one 65+, with children through age 29 living in the same household	SENIOR FAMILY +2 4 adults, one 65+, with children through age 29 living in the same household	SENIOR FAMILY +3 5 adults, one 65+, with children through age 29 living in the same household	
Full membership	\$105.00	\$117.00	\$76.00	\$88.00	\$100.00	\$112.00	
Y Discount	(\$57.00)	(\$57.00)	(\$52.00)	(\$52.00)	(\$52.00)	(\$52.00)	
Employee pays	\$48.00	\$60.00	\$24.00	\$36.00	\$48.00	\$60.00	