

SECTION XIII: EMPLOYEE USE OF THE SERVICE AREA FACILITIES AND EQUIPMENT

I. BENEFITED EMPLOYEE MEMBERSHIPS

1. As of the hire date, benefitted employees are entitled to an ultimate single, couple or family membership, for usage of the Service Area.
 - 1.1 Family members listed on the membership must be in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area.
 - 1.1.1 A family consists of one or two adults and children who share the same household and are related and claimed as dependents as per IRS tax guidelines
 - 1.2 The employee membership expires upon termination of employment.
 - 1.3 An employee who terminates employment or gives notice of intent to resign employment may not purchase a membership, services, or activities at employee discounted rates.

II. BENEFITTED EMPLOYEE USAGE OF THE SERVICE AREA FACILITIES

1. Employees must adhere to the membership policies and procedures in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area. Special usage of the facilities, during or after regular hours must be pre-approved by the Director or designated representative. Use of the indoor pools and ice arena require special staffing, which must be arranged by the Service Area Administration. The outdoor pools are not available for special use.
2. Service Area equipment is not available for personal use unless authorized by the Director or designee.
3. Lessons/Programs: Employees and their dependents are eligible for a 50% discount off member rates for center offered group lessons, (i.e. swim lessons, skate lessons, tennis lessons, etc.) and center offered programs, (i.e. flag football, Jr. Jazz, summer camps, swim team, water polo, etc.). Lesson and Program discounts are for the employee, spouse, and dependent children.
4. Child Care Usage: The fees for all employees while working are \$1.00 per hour per child for children ages three to eight and \$1.50 per hour for children age two and under. Hours of usage are not pro-rated. All employees are required to follow the procedures for reservations and guidelines as established in the Child Care. Children related to an employee but not a dependent must abide by the guidelines and

procedures as established in the Nursery. (i.e. Two-hour time limit, regular hourly fees, etc.)

5. Resale Merchandise: An employee purchasing items from the resale department is entitled to a 20% discount on the retail cost of merchandise. (some items may be excluded)
6. Misuse of these privileges may result in disciplinary action.

III. NON-BENEFITTED EMPLOYEE MEMBERSHIPS

1. As of the hire date, non-benefitted employees are entitled to an individual premium membership for usage of the Service Area.

- 1.1 Employee Family Membership: An employee's immediate household is eligible for a free family premium membership. There will be a onetime membership processing fee when signing up for this membership. The processing fee will be established and set by Administration and the Board of Trustees.

- 2.1.1 Employee Family Memberships consist of one or 2 adults and children, who share the same household, are related and claimed as dependents, as per IRS tax guidelines.

- 1.2 All employee membership privileges expire upon termination of employment.

- 1.3 An employee who terminates employment or gives notice of intent to resign employment may not purchase any type of membership, services, or activities at employee discounted rates.

IV. NON- BENEFITTED EMPLOYEE USEAGE OF THE SERVICE AREA FACILITY

1. Employees must adhere to the membership policies and procedures in accordance with the guidelines established by Cottonwood Heights Parks & Recreation Service Area.
2. Service Area equipment is not available for personal use unless authorized by the Executive Director or designee.
3. Lessons: Employees and their dependents are eligible for a 50% discount off member rates for center offered group lessons, (i.e. swim lessons, skate lessons, tennis lessons, etc.). Lesson discounts are for the employee, employee's spouse, and dependent children.

4. Fitness Classes: Employees will receive a 50% discount off member rates for center offered fitness classes. There are no additional discounts on passes or ultimate memberships.
 - 4.1 Fitness instructor (land and/or water) employees may participate in fitness classes, in their specific program, at no charge, if space is available at the time of registration and they must check in and obtain a wristband at the desk before participating. Substitute Instructors are not eligible for this benefit.
 5. Child Care Usage: The fees for all employees while working are \$1.00 per hour per child for children ages three to eight and \$1.50 per hour for children age two and under. Hours of usage are not pro-rated. Childcare employees may have up to two children in the Child Care, while working, at no charge. If a nursery employee has more than 2 children in the Child Care while working, regular Child Care fees will apply per child. All employees are required to follow the procedures for reservations and guidelines, as established in the Child Care. Children related to an employee but not a dependent must abide by the guidelines and procedures as established in the Child Care. (i.e. Two-hour time limit, regular hourly fees, etc.)
 6. Resale Merchandise: An employee purchasing items from the resale department is entitled to a 20% discount on the retail cost of merchandise. (some items may be excluded)
 7. Misuse of these privileges may result in disciplinary action.
 8. Employee member rates apply for all other activities and services at Cottonwood Heights Parks and Recreation as established by Administration and the Board of Trustees.
- V. INDEPENDENT CONTRACTOR/LICENSEE: Not eligible for a membership or employee discounts. The Child Care is available at regular rates and must follow all Child Care guidelines and procedures.

APPROVED AND PASSED THIS 25th DAY OF Jan., 2023

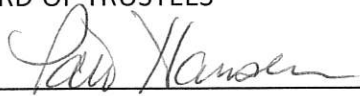
COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: 

Ben Hill, Executive Director



BOARD OF TRUSTEES

By: 

Patti Hansen, Chairperson

RESOLUTION NO. 2023-1

A RESOLUTION ADOPTING CHANGES TO A PERSONNEL POLICY OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA PERSONNEL POLICY SECTION XIII-EMPLOYEE USE OF THE SERVICE AREA FACILITIES AND EQUIPMENT

WHEREAS, the Cottonwood Heights Parks and Recreation Service Area Board of Trustees has adopted Personnel Policy Section XIII-Employee Use of the Service Area Facilities and Equipment;

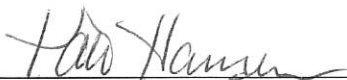
WHEREAS, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts changes to Personnel Policy Section XIII- Employee Use of the Service Area Facilities and Equipment;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA AS FOLLOWS:

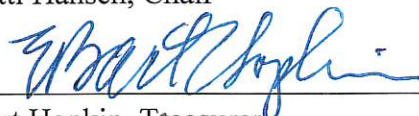
1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts Personnel Policy Section XIII- Employee Use of the Service Area Facilities and Equipment as stated;
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidly or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 25th DAY OF JANUARY 2023.

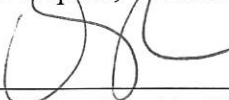
COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA



Patti Hansen, Chair

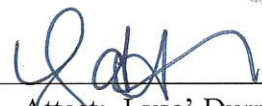


Bart Hopkin, Treasurer



Dan Morzelewski, Clerk





Attest: Lyse' Durrant

