



Creating a culture of health

FITNESS BONUS PROGRAM FORM

Through the Fitness Bonus Benefit, full time employees are eligible to earn paid time off by meeting the standard requirements and a minimum of three assessments per year. For the maximum amount of paid time off hours each employee is eligible to earn, please refer to the City of Highland Park Employee Handbook.

To receive a reward of hours of time off, a participating employee must achieve the 75th percentile of recommended fitness capability, as noted in the Employee Handbook. This 75th percentile shall be used to represent an individual who has maintained above average fitness levels. Employees will receive notification of any hours accrued through the Fitness Bonus Hours Program.

Employee Name (Print): _____

Dept: _____ Date of Assessment: _____

Calendar Year Assessment (Please Check): 1st 2nd 3rd
 (time period between assessments must be a minimum of three months)

Please enter the appropriate measurement after each test:

Gender	Body Composition	Sit-Ups	Cardiovascular Health	Flexibility	Bench Press or Push Ups (choose one)
Male					
Female					
Meets Standard (Yes/No)					

Assessor Name (Print): _____ Signature: _____ Date: _____

Participants in the Employees WIN program may earn WIN credits by attempting to achieve the standards listed in the Fitness Bonus Program. Achievement of the Cooper Institute Standards is not required to earn Employees Win points. The effort of attempting to meet the standards is recognized. Points are earned as follows:

10 points for Fitness Bonus assessment with participation in 1 test per quarter (maximum of 3 tests per calendar year)

For complete information of the physical assessment definitions and norms established per the Cooper Institute of Aerobics Research, please review the Employee Handbook, section: Wellness Incentive Program/Fitness Bonus Hours. Employees must receive notification of hours accrued from Human Resources and complete a Request for Paid Time Off to use any accrued fitness time-off hours.

Employees who wish to participate in either the Employees WIN program or the Fitness Bonus Program but are unable to do so due to a medical condition or disability should contact Human Resources.

For Office Use Only: Fitness Hours Recorded by HR Department: _____ Date: _____
 Notification Letter Provided: _____ Date: _____