



Northern Illinois University  
Division of Student Affairs & Enrollment Management

### Fitness Program Program Memberships (With or without Release Time)

There are two types of programs: (1) the Student Affairs & Enrollment Management (SAEM) Fitness program **without** work release time and (2) the SAEM Fitness program **with** work release time. The SAEM Fitness Program provides SAEM employees the opportunity to purchase a Campus Recreation (CR) membership at a reduced rate. SAEM employees may use their membership anytime Campus Recreation offers Open Recreation (drop-in) recreation at the Student Recreation Center (SRC), the Chick Evans Field House (FH), and Gabel and Anderson pools. CR offers over 100 hours of drop-in recreation time per week. During interim sessions, Open Recreation hours are reduced. For Open Recreation hours, please refer to the CR Website at <http://www.niu.edu/recservices/facilities/HoursofOperationFall2011.shtml>

#### Both SAEM Fitness Programs include the following:

- One free consultation with a certified personal trainer.
- One free consultation with a graduate student nutrition intern.
- Free access to all Group Fitness classes.
- Access to exercise or engagement in various activities during Open Recreation times at the SRC, FH, Gabel, and Anderson pools.
- Opportunity to bring a guest with a daily guest fee.
- Free sport equipment check-out (basketball, volleyball, racquetball racquet, tennis racquet, etc).
- Opportunity to rent a locker, purchase towel service, or purchase an item in the pro shop.

#### SAEM Fitness Program Fees

- **Semester or Summer:** \$40 per semester or summer.
- **Annual (expires one year from registration date):** \$95.00 per year.
- Please note that the Division of Student Affairs & Enrollment Management is contributing an additional \$10 per semester/summer or \$25 per year as part of your membership.
- **Payroll deduction** is available, and the amount deducted each pay period is dependent on when the staff member registers for the program.
- Membership fees are not pro-rated, and members must pay the full fee regardless of when they register for the program.
- The fee is only refundable upon authorization of the Director of Campus Recreation. Refund requests must be submitted in writing to [CampusRecreation@niu.edu](mailto:CampusRecreation@niu.edu). Typically, refund requests are granted for medical/health issues (with physician's verification).

#### How long does it take to register?

1. Once CR receives the membership request or membership authorization from the Director/and or supervisor, CR staff will send the SAEM employee an Internet registration link within one business day (Monday – Friday).

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2. Upon completing the registration and payment or payroll deduction form, CR will give access to the staff member by using the staff member's NIU OneCard.

**To register for the SAEM Fitness Program (WITHOUT work release time):**

1. The SAEM staff member must complete the form below and send to [CampusRecreation@niu.edu](mailto:CampusRecreation@niu.edu). Campus Recreation will send you a special Internet link that will allow you to purchase your membership. Semester and annual membership fees are listed below.
2. SAEM employees who wish to purchase a membership with a credit card may use the Internet link on any computer that has internet access.
3. SAEM employees who wish to purchase a membership with cash, check, or payroll deduction must come to the SRC and use the kiosk in the main lobby. Once registered, the SAEM employee will complete his/her payment or payroll deduction request at the main desk. SRC staff members are available to assist SAEM employees throughout the registration process.

**SAEM Fitness Program WITH Work Release Time**

If a SAEM employee wishes to exercise during the work day, the employee may request a maximum of 30 minutes of work release time during an agreed upon period for three days per week. This requires Director and/or Supervisor approval (see procedures below).

**Supervisory Approval**

- Director and/or supervisor approval for work release time may only be granted when such can be accommodated without negatively influencing departmental affairs or individual effectiveness.
- It is at the Director's discretion (for each department) to determine whether the Director's signature is required in addition to the immediate supervisor's signature to authorize release time for the employee. It is the responsibility of the employee to comply with the authorization for release process determined by the Director.
- Program participants are eligible to register for three 30-minute periods of release time to exercise at the SRC on three different days per week as specified above.
- If used during the lunch hour, a 90-minute period must be noted on the release form.
- Staff member must allow time for changing clothes, showering, having lunch and/or other activities. Staff member may be away from his/her department and office activities no longer than 90 minutes for noontime activities including lunch hour, and may leave or return no more than 30 minutes early/late, if authorized for beginning/end of the day exercise periods.
- Staff member must commit to specific days and times during which to participate in the program.
- However, a staff member may alter these days and times, as long as the staff member receives Supervisor approval each time a variation from the primary time period occurs for use of the SRC (as specified above).
- Approvals are granted for the time period of the chosen SAEM Fitness Program membership (i.e., a semester membership grants the employee release time for the semester and an annual membership grants the employee release time for one year).
- The supervisor has the right to adjust the 30-minute release time as department needs change.

**To register for the SAEM Fitness Program (WITH work release time):**

1. The SAEM staff member must complete the form below and submit to his/her Director and/or Supervisor.
2. The SAEM employee may send this form electronically to his/her Director and/or Supervisor. If sent via e-mail to the Director, a signature is not required. If a hard document is delivered to CR, a signature is required.
3. The Director and/or Supervisor will review the request. If the Director and/or Supervisor authorizes the request, then the employee may send the form directly to [CampusRecreation@niu.edu](mailto:CampusRecreation@niu.edu). If sent via e-mail, a signature is not required. If a hard document is delivered to CR, a signature is required.
4. Once the authorization is received, Campus Recreation will send the SAEM employee a special Internet link for the purchase of the membership. Semester and annual membership fees are listed below.
5. SAEM employees who wish to purchase a membership with a credit card may use the Internet link on any computer that has Internet access.
6. SAEM employees who wish to purchase a membership with cash, check, or payroll deduction must come to the SRC and use the kiosk in the main lobby. Once registered, the SAEM employee will complete a payment or payroll deduction request at the main desk. SRC staff members are available to assist employees throughout the registration process.

**Physical Readiness**

Physician consent forms are not required by CR for memberships. However, before beginning an exercise program or increasing physical activity, one should seriously consider consulting a physician. Please refer to the self-assessment form *PAR-Q and YOU* (Physical Activity Readiness Questionnaire and YOU), which is provided on the SAEM website at [http://www.stuaff.niu.edu/stuaff/division\\_employee\\_resources/fitness/index.shtml](http://www.stuaff.niu.edu/stuaff/division_employee_resources/fitness/index.shtml).

**Questions?**

If you have questions or concerns regarding the programs and services that are provided with your membership, please contact Patty Lee, Office Support Associate, at 753-7863 or [patlee@niu.edu](mailto:patlee@niu.edu) or Ebony Winfield, Staff Clerk, at 753-9417 or [ewinfield@niu.edu](mailto:ewinfield@niu.edu)



**E-MAIL VERSION**

**SAEM Fitness Program WITHOUT Work Release Time**

Name	
Employee ID	
Department	
Office Phone	

**Check the desired plan:**

Fall 2011	
Spring 2012	
Summer 2012	
Annual	

By checking this box, I am verifying that I am currently a full-time SAEM employee. I am also requesting to purchase a SAEM Fitness program plan that **does not** include work release time.

**SAEM Fitness Programs WITH Work Release Time**

Name	
Employee ID	
Department	
Office Phone	
Primary Days	
Primary Times	

**Check the desired plan:**

Fall 2011	
Spring 2012	
Summer 2012	
Annual	

By checking this box, I am verifying that I am currently a full-time SAEM employee. I am also requesting to purchase a SAEM Fitness program that **includes** fitness work release time.

**Director and/or Supervisor Approval:**

Supervisor's Name		Director's Name (if required by department)	
Department		Department	
Office Phone		Office Phone	
I am verifying that the employee listed above is a current full-time SAEM employee and that I approve the work release time specified above. (Write <i>yes</i> in the adjacent box.)		I am verifying that the employee listed above is a current full-time SAEM employee and that I approve the work release time specified above. (Write <i>yes</i> in the adjacent box.)	

**Please note:**

If schedule conflicts warrant a varied schedule, the staff member will request permission to alter schedule and obtain supervisory authorization before doing so. Supervisor may require the employee to alter the release time schedule if employee is needed to perform work in the department during the first agreed upon release time. Send the SAEM Fitness program request to CR via e-mail at [CampusRecreation@niu.edu](mailto:CampusRecreation@niu.edu).



**HARD DOCUMENT VERSION**

**SAEM Fitness Program WITHOUT Work Release Time**

Name	
Employee ID	
Department	
Office Phone	

**Check the desired plan:**

Fall 2011	
Spring 2012	
Summer 2012	
Annual	

**Signature**

**Date**

By signing above, I am verifying that I am currently a full-time SAEM employee. I am also requesting to purchase a SAEM Fitness program plan that **does not** include work release time.

**SAEM Fitness Programs WITH Work Release Time**

Name	
Employee ID	
Department	
Office Phone	
Primary Days	
Primary Times	

**Check the desired plan:**

Fall 2011	
Spring 2012	
Summer 2012	
Annual	

**Signature**

**Date**

By signing above, I am verifying that I am currently a full-time SAEM employee. I am also requesting to purchase a SAEM Fitness program plan that **includes** work release time.

**Director and/or Supervisor Approval:**

Supervisor's Name		Director's Name	
Department		Department	
Office Phone		Office Phone	
Signature		Signature	
By signing this document, I am verifying that the employee listed above is a current full-time SAEM employee and that I approve the work release time specified above.		By signing this document, I am verifying that the employee listed above is a current full-time SAEM employee and that I approve the work release time specified above.	

**Please note:** If schedule conflicts warrant a varied schedule, the staff member will request permission to alter the schedule and obtain supervisory authorization before doing so. Supervisors may require the employee to alter the release time schedule if employee is needed to perform work in the department during the first agreed upon release time. Send the SAEM Fitness program request to CR via e-mail at [CampusRecreation@niu.edu](mailto:CampusRecreation@niu.edu).