

## **Employee Fitness is for Navicent Health Employees/Spouses and Loft Tenants only**

- As a Navicent Health Employee, how do I sign up for a membership?
  - There are 4 ways to access paperwork for membership at Employee Fitness (for Navicent Health employees/spouses only). The 1<sup>st</sup> is by visiting the Wellness Center. The 2<sup>nd</sup> is visiting Live Healthy (Intranet – Departments- Live Healthy then click on Resources) to download and fill out paperwork. The 3<sup>rd</sup> is to visit [www.navicenthealth.org/wellnesscenter](http://www.navicenthealth.org/wellnesscenter) and find **the 4 forms needed** to print and fill out on the home page, and finally just outside the Employee Fitness center.
- What do I do with the completed paperwork?
  - Bring your paperwork to The Wellness Center, 3797 Northside Dr OR scan and email to [EmployeeFitness@navicenthealth.org](mailto:EmployeeFitness@navicenthealth.org)
- What is the price for membership? Price for Employee Fitness and Wellness Center membership?
  - Employees will be able to join Employee Fitness and the Wellness Center for only \$21.68 a month/payroll deducted. There is a \$20 enhancement fee in March of each year that you will be responsible for and will be payroll deducted as well. The \$65 registration fee is waived for employees. Spouses or Plus 1 memberships are complimentary with the employee as primary membership.
- Are there any other charges?
  - A once-per-year **enhancement fee** of \$20 will be payroll deducted in March of each year. This fee is used for updating the facilities, and buying and updating equipment for all parts of Employee Fitness and The Wellness Center.
  - The \$65 registration fee is waived for employees.
  - A \$10 fee is charged for lost badge or access cards.
- Is there a PHONE APP?
  - On your smart phone, download Wellness Center Navicent Health to check-in, access account information and check visits. You will receive an email with needed credentials for logging in.
- If you are already a Wellness Center member, can you use Employee Fitness gym or is there an additional fee?
  - There is no additional fee to be a member at Employee Fitness if you are currently an active Navicent Health Employee Wellness Center member, but you need to make sure all your information is updated by sending an email to [EmployeeFitness@navicenthealth.org](mailto:EmployeeFitness@navicenthealth.org) and by signing the Code of Conduct sheet (see 1<sup>st</sup> FAQ for how to access this Code of Conduct, one of the 4 forms needed for joining)
  - Our business office staff has done their best to make all current employee members at the Wellness Center joint members between the two facilities. IF your badge does not allow access to Employee Fitness, send us an email, [EmployeeFitness@navicenthealth.org](mailto:EmployeeFitness@navicenthealth.org) OR if you fill out a NEW application, all your information will be updated AND your badge will be turned on by hospital police.
  - If it has been awhile since you joined the Wellness Center, please update your information with the business office, [EmployeeFitness@navicenthealth.org](mailto:EmployeeFitness@navicenthealth.org)
- Is there a family discount?
  - At the Wellness Center and Employee Fitness, employee members are allowed a **Plus One**; this is a free membership for the spouse or secure health covered dependent (exclusions apply) of an employee member. Any plus 1 member must still fill out all paperwork.
- How long will it take for my membership to be processed?
  - Once you fill out your paperwork you will have access to the **Wellness Center** the very same day.
  - Because we must submit security access for you to have access to **Employee Fitness**, this may take up to 1 week.
- How will I receive my scan card?
  - We will send your scan card **to the address listed on your contract**; OR you may pick it up at the Wellness Center. Once you receive your scan card, you are ready to go!
  - *You must scan this membership card each time you enter the gym. (Scanning in will allow you to take advantage of the Wellness Incentives offered through Secure Health; employees with Secure Health may qualify for \$25 in reimbursement per quarter for at least 25 visits per quarter.)* See Intranet – Departments – Live Healthy for information on Employee Wellness Incentives. You may also **download our app – Wellness Center Navicent Health on your smart phone**. After registering, you may use the bar scan code on your phone for checking in instead of the scan card.

- How do I access the Employee Fitness Center?
  - To enter the Loft building you'll need to scan your Navicent Health ID badge or badge card. **IMPORTANT:** access the gym from the 2<sup>nd</sup> floor double doors nearest the yellow deck. The other doors are locked for tenant use only, except during business hours
- Can I use a Guest Pass or \$50 Fitness Pass at Employee Fitness?
  - No. The FREE Guest Pass and \$50 Fitness Pass can **NOT BE USED** at Employee Fitness.
- What are the hours?
  - Employee Fitness will be open 24/7.
  - The Wellness Center hours are: M-Th: 5am-9pm; Fri: 5am-8pm; Sat: 7am-6pm; Sun: 10am-6pm.
- Will there be designated parking?
  - Employees can use the surface parking areas for no charge; otherwise, use your assigned designated parking deck. **THERE IS NO PARKING IN THE LOFT PARKING AREAS**, as these are for Loft Tenants only.
- If there is no staff on duty, how do we access the facility?
  - Employee Fitness is mostly unstaffed. Your employee badge will permit you access to Employee Fitness if you are an Employee Fitness member. If you are a member and your badge does not work, email [EmployeeFitness@navicenthealth.org](mailto:EmployeeFitness@navicenthealth.org)
- What is the Guest policy? Will guests be allowed?
  - Employee Fitness center will only be available to Navicent Health Employees and Plus 1 members. Non-members, spouses, dependents and guests are not allowed into the Employee Fitness Facility. Guests of Employees will continue to be able to utilize the Wellness Center **ONLY**. Guests have 2 FREE visits to the Wellness Center each year with an ID and signed waiver.
- Will there be child care, vending, racquetball, a pool, a walking track or basketball at Employee Fitness?
  - No
- Will I be able to rent a locker?
  - No. Lockers are available for use in the locker room but items must be removed after each visit. You will not need to bring a personal lock as the locks will be digital. **TAKE EXTRA CARE WITH THE LOCKERS BY READING THE DIRECTIONS CAREFULLY.** Call hospital police if you lock yourself out of your locker. **HOSPITAL POLICE 633-1111**
- Will there be Massage Therapy and Personal Training?
  - Yes, call 633-8509 for an appointment for Massage Therapy
  - Yes, call 633-8513 for an appointment for Personal Training
- Will there be spin bikes?
  - There are 6 spin bikes for use.
- How do I schedule an assessment/orientation?
  - Email, [EmployeeFitness@navicenthealth.org](mailto:EmployeeFitness@navicenthealth.org) to schedule
- What do I do if there is an emergency or health crisis?
  - There are red emergency buttons throughout the facility. When pressed these automatically contact hospital police directly.

## Amenities

- Will there be a towel service?
  - Hand towels and shower towels will be available at Employee Fitness. Please drop used towels off in appropriate bins.
- Will there be shower facilities?
  - Yes, the shower facilities have lockers, towels, body wash, shampoo, conditioner and hair dryers.
- Will there be group fitness classes?
  - Yes, there is a selection of live and virtual classes. The schedule is on Live Healthy and Yammer; there is also a copy of the schedule at the front desk and on the group fitness door. Look for the IPAD in the group fitness room to access over 300 classes to start anytime you want. Just press and go!
- For comments or suggestions, email [EmployeeFitness@navicenthealth.org](mailto:EmployeeFitness@navicenthealth.org)

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