



### **Where is the Staff Wellness Centre? How big is it?**

The Southlake Staff Wellness Centre is located on the first floor of the Medical Arts Building. It is accessible via ID Badge (for enrolled members only).

The fitness area is approximately 1250 sq. feet and has a capacity of 40. The studio is approximately 600 sq. feet and has a capacity of 12 participants per class.

### **Who can become a member?**

Any staff member of Southlake Regional Health Centre can become a member of the Staff Wellness Centre. This includes but is not limited to: Physicians, Students, Volunteers, Contractors, Food Services Associates, Registered Nurses, Non-Union Staff, etc. If you are not an employee (on Southlake's payroll), then you will be required to pay for the membership via Teranet (instructions on that below).

### **What is included in my membership?**

Membership includes 24-hour access with your ID Badge to the Staff Wellness Centre and access to fitness and wellness classes held in the studio.

### **How much does membership cost? How do I pay?**

#### *If you are on Southlake Payroll:*

Membership costs \$9 biweekly.

To pay, please complete the Payroll Deduction Form on the third page of application package. Payroll deductions will begin on the first pay-period after the start of the membership.

#### *If you are NOT on Southlake Payroll:*

A three-month membership costs \$60 (\$58 + a \$2 service fee)

A six-month membership costs \$120 (\$118 + a \$2 service fee)

A 12-month membership costs \$240 (\$238 + a \$2 service fee)

Please pay for your membership using our online payment system, Teranet, at <https://e-comunity.ca/payment-details>.

Account #: GYM

Invoice Date: The date you are paying

Payment amount: Either \$58, \$118, or \$238 depending on the length of membership you want

Your membership will expire if a new payment is not received within seven days of the expiry date of your currently membership.



### **Why is there a monthly cost difference between the payroll and non-payroll payments?**

The monthly cost for non-payroll staff was determined by dividing the annual cost for payroll staff by the number of months in the year. The monthly costs average out to \$20 as during some months, three pay periods fall within the month, and only two in others.

### **How do I sign up?**

To sign up for the Staff Wellness Centre, download the application package and a Par-Q+ from the Intranet (under [Wellness 360](#)), or on the Southlake [website](#) (under For Our People). Scan and email the application package and the Par-Q+ in one email as **two separate documents** to [staffwellnesscentre@southlakeregional.org](mailto:staffwellnesscentre@southlakeregional.org). If you do not have access to a scanner, you can drop the completed forms off at the Human Resources front desk (MAB, third floor).

Once your application has been processed and approved, we will notify you via email. It typically takes approximately five business days to process.

Membership applications are processed on a rolling basis.

### **Can I use electronic signatures for the application/cancellation forms?**

No. Electronic signatures are not valid.

### **How do I register for classes?**

The class schedule is posted on the Intranet for the upcoming month. Class sign-ups will be done through Doodle Polls, which will be sent out to members monthly via email and posted on the Intranet. Please note that there are 10 spaces to sign up for each class. There will also be space for two drop-in participants in each class if you miss sign up or the class is full. These spaces will be first come, first served, so be sure to arrive early. If you sign up for a class and cannot attend, please email [staffwellnesscentre@southlakeregional.org](mailto:staffwellnesscentre@southlakeregional.org) to notify us as soon as you become aware.

Please note that the class schedule is subject to change without notice

### **How do I cancel my membership?**

#### ***If you are on Southlake Payroll:***

To cancel your membership, complete and submit the Cancellation Package found on the intranet to [staffwellnesscentre@southlakeregional.org](mailto:staffwellnesscentre@southlakeregional.org). Cancellations are processed on a rolling basis.

#### ***If you are NOT on Southlake Payroll:***

Your membership will automatically cancel after three, six, or 12 months, depending on how long you paid for. If you would like to continue with your membership, ensure that you pay for another period prior to the expiry of your membership.



**What features does the Staff Wellness Centre have? Are there showers, lockers, and change rooms?**

The Staff Wellness Center Includes:

- Accessible single stall change room
- Day use lockers (bring your own lock)
- Water cooler (bring your own bottle)
- Wi-Fi
- Main fitness area; two televisions with basic cable
- Studio; television complete with DVD
- Fitness stretch barres
- Camera surveillance in studio and main fitness area
- Storage cubbies for belongings in studio
- Southlake telephones

There are no showers or towels available at the Staff Wellness Centre. Showers are located in the general staff locker rooms which are located on West Level 1. Women's showers are room 1/811, and men's showers are room 1/800.

There are no washrooms in the Staff Wellness Centre. They are located outside the Staff Wellness Centre, on the first floor of the MAB.

**What equipment does the Staff Wellness Centre have?**

The fitness area has the following equipment:

- Three elliptical machines
- Three treadmills
- One stationary bike
- One adjustable pulley machine
- One dumbbell set (weight up to 50 lbs)
- Two benches
- Stability equipment (stability balls, yoga mats, Pilates balls, and resistance bands)

**What are the hours of operation?**

The Staff Wellness Centre is open 24/7!

The centre may be occasionally closed temporarily for cleaning or repair. Notices will be posted when temporary closures are scheduled.

**What are the rules and regulations?**

The rules and regulations for the Staff Wellness Centre can be found on the last page of the application form and are posted in the centre.



**What happens if I go on a leave of absence?**

All memberships remain active until a Staff Wellness Centre Cancellation form is submitted (for those on Southlake Payroll), or the membership expires (for those not on Southlake Payroll). This includes when staff take a vacation or a leave of absence.

For staff on Southlake Payroll, if you do not receive a paycheck or do not work any hours, your payroll deduction will go into arrears and will be deducted from your next available pay.

**Will parking be available?**

There is no designated parking for the gym. Please check the Intranet for up to date information on staff parking locations and payment options.

**Who do I contact if there is broken equipment? What if I need more paper towels or disinfectant?**

If there is an issue with any of the equipment, or supplies for cleaning the equipment are required, please email [staffwellnesscentre@southlakeregional.org](mailto:staffwellnesscentre@southlakeregional.org).

**Where do I go if I have more questions?**

Email [staffwellnesscentre@southlakeregional.org](mailto:staffwellnesscentre@southlakeregional.org) if you have any additional questions.