

TO: ALL BI-STATE DEVELOPMENT (BSD) EMPLOYEES

RE: T COOPER TOTAL FITNESS MEMBERSHIP SUBSIDY FOR HEADQUARTERS EMPLOYEES

Here is how the program works:

- While any BSD employee may join T. Cooper Total Fitness, only those located in the Headquarters building are eligible to receive the subsidy from BSD.
- Employees who wish to join must complete the Member Application Form, Waiver and Release Form and the Payroll Authorization Form and return them to the Benefits Dept. at mail stop 125.
- Employees who enroll directly through T. Cooper Total Fitness but do not turn in the Payroll Deduction Authorization form are subject to collection procedures by T. Cooper Total Fitness for the full amount of the membership (\$19/mo).
- The monthly employee gym membership deduction for the current month (\$9.50) will occur on the second payday of the month (same payday as the parking garage deduction).
- Employees must enroll by the first of the month in which they want their membership to begin in order to ensure proper payroll deduction. Employees who do not enroll by the deadline will be required to pay the prorated membership fee for the current month directly to T. Cooper Total Fitness.
- Employees who wish to cancel their gym membership must provide written notification to the Benefits Department by the Friday before the second payday of the month. Notification can be provided by sending an email to [benefits@bistatedev.org](mailto:benefits@bistatedev.org) or by sending written notification to the Benefits Department at mail stop 125.
- Employees who choose to utilize amenities at the gym that have a separate fee, such as locker or towel rental, must make payment arrangements directly with T. Cooper Total Fitness.

Questions can be directed to the Benefits Department at 314-982-1400, Ext. 3006 or at [benefits@bistatedev.org](mailto:benefits@bistatedev.org).