



ADMINISTRATIVE REGULATION

Effective Date: July 1, 1991

Administrative Regulation: 1-5

Revision Date: January 25, 2019

Supersedes: October 11, 2017

Approved By: William H. Ashton II

Subject: **Employee Recreational Benefits**

I. Purpose

The Town of Herndon encourages all current employees, Town of Herndon retirees, Herndon Police Department Support Team volunteers and golf course volunteers to utilize the recreational benefits provided by the town to enrich their lifestyle and health. These recreational benefits are of no additional cost to the town and the fitness of Town employees ultimately reduces costs associated with sick leave and health insurance and is a recruitment tool.

II. Policy

All current town employees, Tow of Herndon retirees, Herndon Police department support team volunteers and golf course volunteers shall receive these benefits.

Golf Course – free greens fees during non-prime time and usage of carts on an as available basis as determined by the Director of Golf.

Racquetball – free court time for the employee and 50% of cost for partners on an as available basis. (Reservations cannot be made sooner than 24 hours ahead of requested court time).

Swimming – free during any open swimming time.

Lockers – free usage

Tennis - Employees may walk on or reserve a tennis court for personal play (no instruction) at no charge during non-peak times. Peak times include Monday through Thursday, 5-8 p.m. and Saturday from 9 a.m. – noon from March 1 through September 30. No fee waiver is available during peak times for reserved court time.

Fitness Room – free use of equipment.

Basketball – free basketball court usage during lunch time.

Discount Classes – 25% discount on classes off the Town of Herndon non-resident rate, regardless of residence. This benefit is only available to regular full and part time



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employees.

Regular full and part time employees must provide a town identification card as a means of identification. Other employees eligible must provide a driver's license or other form of identification which provides a picture of the employee.

Information on temporary and part-time flexible employees will be updated monthly and forwarded to the Golf Course and the Parks and Recreation department for verification of usage.

A handwritten signature in black ink, appearing to read "William H. Ashton, II".

William H. Ashton, II
Town Manager