



Retiree and Adult Benefit Eligible Family Instructions:

Retiree Eligibility:

You must be a retiree of Clackamas County and registered with the Department of Employee Services. Former employees that are not retirees of Clackamas County are not eligible to participate in the Clackamas County exercise classes.

Adult Benefit Eligible Family Member Eligibility:

You must be a benefit eligible spouse, qualified domestic partner or adult dependent family member of an active Clackamas County employee. Former spouses and fiancé(e)s are not eligible to participate in the Clackamas County exercise classes.

Process:

Fill out the [enrollment form](#) and return the form along with your check payment(s) to Michelle Raethke at the following address:

Clackamas County Department of Employee Services
Attn: Michelle Raethke
2051 Kaen Rd, Suite 310
Oregon City, OR 97045

If any of your requested classes are in the Development Services Building (DSB) Wellness Exercise Room (WER), we will perform an internal security check to confirm your eligibility. Once you are confirmed, we will contact you to arrange the delivery of your visitor ID access badge if necessary. If you are a new participant, you will be required to visit the Clackamas County Facilities Management department to obtain your ID Badge. If you already have an ID badge, we will contact you to confirm your enrollment. If you are determined to be ineligible as a result of the security check, your payments will be returned to you.

ID Badge:

Most of the exercise classes are located in the WER in the basement of the DSB. If you are participating in one or more of the exercise classes that occur in the WER, you will be required to have an ID badge to gain access to the WER as well as the locker room/showers. If you stop taking exercise classes with Clackamas County (even for one term), you will be required to return the ID badge. Once the badge has been returned, we will place it in storage, and if you reregister at a later date, we will return it to you.

Fees:

Each class has a fee payable to the instructor or institution that is providing the class as described on the enrollment form (page 2).

Additionally, there is a fee associated with programming the ID Badge (maximum \$25 per quarter):

- \$25.00 – The first time you enroll, an ID Badge will be produced and programmed for the class(es) you have selected.
- \$25.00 – If you decided to stop taking a class and then later decide to take the class again, you will be required to pay the fee to reprogram the ID Badge.
- \$25.00 – If you decided to add another class or classes on top of those you have already been taking, there will be a fee for reprogramming your ID badge to include the additional class(es).

****All fees associated with ID Badge issuing or programming must be made by check and be payable to Clackamas County.** The fees above are on a per-quarter basis (not per class basis) regardless of how many classes you register for or add, and must be submitted with your enrollment form. Consequently, you will not need to pay more than \$25.00 total per quarter for ID Badge production and/or programming. If you have been taking an exercise class in the WER, already have an ID Badge and have not added any new classes, no ID badge fees need to be paid for that quarter, since reprogramming will not be necessary.