

Wellness Benefit

Every full-time employee who has successfully completed the Introductory Period is eligible for up to \$425 per fiscal year to be used for personal wellness-related classes, therapies, books and/or products. The benefit amount for a part-time employee is pro-rated according to the number of hours the employee is scheduled to work each week. For example, if an employee works 30 hours per week s/he would be eligible for up to \$318.75 per year or 75 percent of the full-time employee amount. The amount would also be pro-rated for new employees according to the number of months the employee has worked within their first fiscal year.

The wellness benefit applies to classes on a variety of topics, including but not limited to: accident prevention, alcohol misuse/abuse, back health and pain prevention, biofeedback, hypertension, nutrition and/or weight management, parenting skills, smoking cessation, stress management and other wellness concepts. It applies to alternative approaches to the health of body, mind and spirit, including: fitness trainers, homeopaths, massage therapists, naturopaths, nutritionists and spiritual healers. The benefit applies to instructional classes related to a hobby or physical fitness, such as pottery classes, tennis lessons, etc. The benefit can be used to purchase videos and books related to the topics listed above, the purchase or repair of home and outdoor exercise equipment, equipment that is primary to a physical sport (for example a bike, tennis racquet or golf clubs), health club memberships and wellness-related products such as smoking cessation patches. The benefit will also cover items related to safety for the sport you participate in (examples include a bike helmet or safety goggles).

The Wellness Benefit does not apply to entry/access/admission fees to participate in events or games, supplies, or accessories to participate in a fitness or hobby related activity (other than related classes), consumable products or clothing items (except for fitness related foot wear such as running, walking, golf, and bowling shoes).

For reimbursement, documentation must be provided to Accounting for fees and other expenses.

Documentation of satisfactory completion of a class must also be submitted at time of reimbursement.

Attendance at wellness-related activities is voluntary and must be done on the employee's own time, not work time.

Please note, some wellness benefits may be classified as taxable income.

For verification of a covered wellness benefit, please check with Human Resources. In the event that a wellness benefit is questionable, the matter will be referred to Project Libra for recommendations.

WELLNESS REIMBURSEMENT

Name _____

DATE	DESCRIPTION	AMOUNT

All receipts must accompany reimbursement request.

Reimbursements are paid on your payroll check and are taxable. All receipts received prior to Monday of the payroll week will be included on that payroll. All others will be paid on the next payroll date.