

**HEALTH SPENDING ACCOUNT POLICY #12.2.13**

**POLICY STATEMENT**

The County recognizes that the health and wellness of its employees contributes to the overall productivity and effectiveness of the municipality’s functions. The County shall encourage and promote the physical, mental, and emotional health of its employees by reimbursing the cost of wellness-related activities up to \$250.00 per permanent employee per year.

**GUIDELINES:**

1. This policy does not apply to Councillors.
2. The Wellness-Related expense may be incurred by the employee or a member of the employee’s Family Unit but only the employee is eligible for the reimbursement.
3. Examples of eligible Wellness-Related Activities are provided. Other Activities not specifically mentioned may be eligible at the discretion of the Chief Administrative Officer, provided that the Activity meets the intent of this Policy.
4. Wellness-Related Activities may be incurred during an employee’s probationary period, but will not be reimbursed until the probationary period has been successfully completed.
5. The Wellness-Related Activity need not be completed in the Benefit Period to be eligible for reimbursement. For example, reimbursement for an Activity that begins in one calendar year and continues into the following calendar year may be claimed in the Benefit Period in which the Activity commences.
6. Reimbursement of eligible Wellness-Related Activities shall not exceed the maximum of the Benefit limit. If the employee receives a refund for an eligible Activity, the refund must be returned to the County unless the employee applies the refund to an approved Wellness-Related Activity within the same Benefit Period.
7. Employees may only carry forward the unused Benefit to the following Benefit Period.

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8. For payment of wellness related expenses, the applicant must provide a copy of any receipt(s) evidencing eligible activities (noted below) to the Director of Finance who shall submit a Payroll claim on behalf of the application for reimbursement. Claims totaling less than \$100.00 will be saved until such time the total claim is over \$100.00.
9. Canada Revenue Agency rules will apply to any reimbursements made.
10. Reimbursement to permanent employees will be pro-rated if they are not a full time employee.
11. The Health Spending Account Policy will be effective January 1, 2018.

### **ELIGIBLE WELLNESS-RELATED ACTIVITIES:**

- a) Any health/wellness expenses not covered, in whole or in part, under the County's health and benefit plans.
- b) Vision Care Expenses.
- c) Personal Protective Equipment such as CSA approved work boots.

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