



Employee Benefit Wellness Plan

add Wellness to your Life

Instructions to Submit Employee Wellness Reimbursement Online

1. [Go to the Employee Intranet](#)
2. Click on Employee Wellness Reimbursement box.
3. Complete the online form and upload an itemized receipt for the item you are requesting reimbursement. Ex. equipment/fitness tracker, registration fee, gym attendance along with monthly membership dues.
4. Click Submit
5. Check your email for approval or requesting for information regarding your submission
6. Online submissions for the current fiscal year are accepted from July 1 through June 6
*Note: June attendances submitted after the deadline will be deducted from the next fiscal year

By completing and submitting this electronic form, I acknowledge that the item(s) purchased is/are for my own personal use and intended to improve my overall health, fitness and/or wellness

Wellness Reimbursement Program

Maximum \$216 reimbursement per fiscal year* for any combination of the following wellness activities:

- ✓ Fitness membership - up to \$18.00 per month for attending a fitness center at least 6 times per month
(membership receipt and attendance records must be attached)
- ✓ 50% reimbursement of the cost for any wellness/fitness related program, for example:
 - Weight Loss Program
 - Fitness class/Personal Trainer
 - Fitness Equipment/Fitness Tracker
 - Health event: i.e. organized bike ride, walk, run, triathlon, etc.
 - Any other approved fitness/wellness event

*If an item's eligibility is questionable, employees should contact HR for approval. **DO NOT PURCHASE THE QUESTIONABLE ITEM PRIOR TO APPROVAL.**



Employee Benefit Wellness Plan

add Wellness to your Life

Employee Wellness Eligible Expenses:

- Health club/Fitness facilities memberships for the employee (i.e. monthly dues plus tax and any enrollment fees). If a dual or family membership is purchased, only the amount of a single membership will be eligible. The membership plan noting membership level pricing must be provided with a claim.
- Albaugh Family Senior Community Center - 50% of annual membership
- Virtual fitness membership app (e.g., Peloton, iFIT, BODi, etc.)
- Weight loss or tobacco cessation programs (e.g. nicotine gum and patches, hypnosis, Weight Watchers or similar programs)
- Stress management classes and programs
- Fitness and exercise classes
- Personal trainers
- New and used fitness equipment for a home gym (e.g. stationary bicycle, treadmill, yoga mat, weights, kettle bells, resistance bands, medicine ball, stability ball, other stationary fitness equipment, etc.)
- Fitness tracker (including smart ring, smart watch, and fitness band)
- Registration fees (e.g., sport league registration, equipment rental or events such as running races, walks, bike rides, and triathlon)

Ineligible Expenses:

- Club memberships and leagues fees of a primarily social nature (e.g., country club, golf, bowling)
- Clothing and shoe items
- Food and supplements, even if purchased in conjunction with a weight loss program
- Backpacks or luggage
- Medical expenses (e.g., lab tests, prescriptions, co-pays, medical equipment)
- Camping, fishing or recreational equipment (e.g., tents, packs, coolers)
- Tips for services
- Fees (e.g., golf green fees, ski lift tickets or ski club membership, licenses, park permits, tanning)
- Day care, recreation club or similar
- Reimbursements for more than one piece of the same equipment
- Weapons, including archery and hunting equipment and firearms
- Basketball hoops and any other sport nets
- Game Consoles
- Golf Clubs
- Massage and Chiropractic visits
- Spa related (e.g. hot tubs, saunas, pools)
- Bicycles, roller blades, or any other outdoor sports equipment