



HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

POLICY AND PROCEDURE HANDBOOK

HUMAN RESOURCES

POLICY: HEALTH, WELLNESS, AND LEARNING BENEFIT

POLICY: HEALTH & WELLNESS **Policy** **HUM 1.05**

The Commission board recognizes that the health and wellness of its employees contributes to the overall productivity and effectiveness of the municipality's functions. The Commission shall encourage and promote the physical, mental, and emotional health of its employees by reimbursing the cost of wellness related activities.

DEFINITIONS:

Benefit Period: The benefit period is one (1) calendar year.

Wellness-Related Activity: Any activity or item that contributes to the physical, mental, and emotional health of the family unit. Examples provided in Schedule "A"



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Family Unit: A spouse and dependent children as defined by the Commission's health benefit plan.

ELIGIBILITY:

All Commission members, full and part time employees who have successfully completed their probationary period are eligible for reimbursement under this Policy. Eligible permanent part-time and term employees will be granted a prorated benefit based on the proportion of an employee's hours of work to full-time employment.

GUIDELINES:

The Wellness-Related activity may be incurred by the employees or a member of the employee's family unit. Other activities not specifically mentioned in Schedule "A" may be eligible at the discretion of the employee's supervisor.

Unused benefit, benefit which has not been claimed by December 31 of each year.

Employees may carry forward the unused benefit of \$800.00 to the following benefit period up to a maximum of \$1,600.00, if the employee does not use the unused benefit for a wellness related activity the benefit will be forfeited.

The Commission board will establish the value of the benefit annually in conjunction with the budget process.

DIRECTOR'S APPROVAL MOTION # 90-05-24



CHAIRPERSON



DATE

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Schedule A

Examples of eligible Wellness-Related activities are provided below.

- a) Personal development/internet courses, seminars, books, videos (e.g. post-secondary education, hobbies, skill development, etc.)
- b) Fitness, recreation and organized sports membership fees, classes and passes
- c) Health and fitness equipment and clothing (e.g. treadmills, stationary bikes, yoga mats/balls, weights, pedal bikes helmets. Etc.)
- d) Personal trainers/fitness consultations
- e) Nutrition education programs, including nutrition supplements
- f) Weight management programs
- g) Religious studies
- h) Spa appointments
- i) Relaxation tapes
- j) Smoking cessation programs
- k) Alternative health treatment programs
- l) Library membership fees, including electronic books
- m) Computers (including hardware and software that meets the intent of the Policy)
- n) Cameras, iPod MP3 players, CD players, Wii
- o) Hunting/fishing/trapping licenses/membership fees
- p) Any health/wellness expenses not covered, in whole or in part, under the Commission's health and benefit plan.

Eligible Vision Care Expenses

- a) Prescription or corrective lenses and frames
- b) Contact lenses, but excluding lenses purchased for cosmetic purposes
- c) Corrective eye surgery