

**POLICY 25-05**

**HEALTH & WELLNESS**

<b>DATE OF ADOPTION:</b>	May 20, 2025	<b>MOTION NUMBER:</b>	25/05/79
<b>DATE OF AMENDMENT:</b>		<b>DEPARTMENT:</b>	Corporate Services

## PURPOSE

The Town recognizes that employee health, wellness and vitality is crucial for a healthy organization. The Town is pleased to offer the Health and Wellness Spending Account (HWSA) to all permanent Employees. This account offers reimbursement to Employees for expenses incurred that promote the health of the employee through sport, fitness and recreation.

The goals of the Health and Wellness Spending Account are:

1. Promote better health of Employees;
2. Motivate Employees to choose and follow a healthy lifestyle;
3. Provide an environment which supports healthy lifestyle choices; and
4. Enhance the overall wellness of Employees by enhancing current benefit offerings.

## DEFINITIONS

**Administration** is the administrative Employees of the Town of Vermilion.

**Benefit Plan or Benefits** means additional services, plans and programs provided to Permanent Employees of the Town of Vermilion, their spouse and family in addition to their wage or salary and includes health, dental, and prescription coverage.

**Benefit Provider** means a third party provider that has been duly engaged to provide benefit coverage to the Permanent Employees of the Town of Vermilion, their spouses and/or family members.

**Benefit Year** means from December 1 to November 30 of the year that the benefit is to be provided.

**CAO** is the Chief Administrative Officer for the Town of Vermilion.

**Coverage** means inclusion in a benefit plan.

**Director** is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

## POLICY 25-05

## HEALTH & WELLNESS

**Employee** is an employee of the Town of Vermilion.

**HWSA** is the Health and Wellness Spending Account.

**Manager** is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

**Municipality or Municipal** means the corporation of the Town of Vermilion located in the Province of Alberta.

**Paramedical Practitioner** means those practitioners that support or operate in an adjunctive capacity to the medical profession and includes Acupuncturists, Chiropodist, Chiropractor, Massage Therapist, Naturopath, Osteopath, Psychologist, Physiotherapist, and Speech Language Pathologist.

**Permanent Employee** means an employee who is designated permanent by their offer letter and includes full and part time Staff and Management.

**Sport or Fitness** in the context of this policy means an activity involving physical exertion for which the Employee is a participant.

**Town** is the Town of Vermilion in the Province of Alberta.

**Town Business** is professional services rendered for or on behalf of the Town of Vermilion.

## SCOPE

This policy applies to All Members of Council and/or all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Corporate Services Director and Human Resources/Payroll Officer
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

## ELIGIBILITY

- The HWSA is for expenses incurred by and for the benefit of a Permanent Employee of the Town

## POLICY 25-05

## HEALTH & WELLNESS

of Vermilion only. Costs incurred by family members or others are not claimable.

- Employees recently hired, or Employees that terminate their employment in the past calendar year will have their HWSA maximum amount pro-rated based on their start date/completion date.
- New Employees will be eligible for reimbursement under the policy after successful completion of their ninety (90) day probationary period.

## ROLES & RESPONSIBILITIES

- Permanent Employees must maintain receipts for all purchases made within the Benefit Year for items specified under this policy.
- When submitting receipts for items that are covered under the Employee's or Spouse's Benefits, the Employee must submit documentation clearly indicating the portion paid for by the Benefit Provider and the portion paid by the Employee such as a statement or receipt.
- Employees must submit a Request for Reimbursement Form with receipts for the Benefit Year, one time, all together to the Payroll Clerk before November 30th to receive reimbursement. If the form and receipts are submitted in any month before November, reimbursement will be made in the following month.
- The maximum annual amount of the reimbursement is \$1,000.00.
- No carryover of unused funds is permitted under this program.
- **Eligible Expenses**
  - The following items can be submitted for payment under the HWSA if they were incurred during the Benefit Year of the reimbursement:
  - **Health Support Items**
    - Includes products and services that improve health and wellbeing that are not covered by existing benefits either at all or in part:
      - Employees may submit receipts for Health Support Items excluded by all Benefits to which an Employee is eligible.
      - Employees may submit receipts for any uncovered portion of Health Support Items that are covered by Benefits for which an Employee is eligible.
      - Health Support Items includes Paramedical Practitioners, vaccinations, glasses and contacts, orthodontics, dental, vitamins, nutrition programs, prescriptions, medical aids, other miscellaneous health products or supplies.

## POLICY 25-05

## HEALTH & WELLNESS

### ○ Fitness and Sport Activity Fees

- Fitness and Sport Activity items are costs that are incurred for the purpose of participating in sport and fitness activity and includes:
  - Memberships to gyms or sports clubs
  - Sport league fees
  - Tournament fees
  - Green fees
  - Lift Tickets
  - Licenses including fishing and hunting
  - Drop in fees
  - Trainer or Instructor fees
  - Exercise videos
  - Park fees (for hiking, biking etc.)

### ○ Fitness and Sport Equipment

- Fitness and Sport Equipment is that which is required for the participation in sports or fitness which includes:
  - Footwear such as cleats, sneakers, skates, skis, golf shoes, curling shoes, snowshoes, hiking boots, and riding boots.
  - Protective Equipment such as hockey pads, boxing gloves, bike helmets and lifejackets.
  - Fitness Machines such as treadmills, elliptical, stationary bikes, and rowing machines.
  - Sports and Fitness Equipment such as yoga mats, hockey sticks, curling brooms, jogging strollers, canoes, kayaks, fishing rods, mountain bikes, golf clubs, tennis racquets.
  - Electronic Fitness Trackers and GPS devices such as Fitbit, Fuel band, Garmin or Apple Watch.
  - Purchases of used equipment are eligible provided that a receipt, bill of sale or proof of purchase is issued and signed by the seller. Eligible used items must be purchased at an arm's length and cannot be from spouses and/or family members.
  - For purposes of determining the reimbursement amount, GST is to be included if applicable.

- The HWSA is considered a taxable benefit by the Canada Revenue Agency. Employees will be taxed on the amount that is paid to the Employee. Claims will be paid through Payroll.

**POLICY 25-05**

**HEALTH & WELLNESS**

## **EXCLUSIONS**

- All costs incurred by someone else or for the benefit of someone else, who is not the Permanent Employee of the Town of Vermilion are excluded.
- All costs incurred by the Employee that would have been covered by a Benefit Provider had it been submitted are excluded.
- All costs incurred outside of the calendar year of which the expenses were submitted are excluded.
- Costs exceeding the maximum amount as specified in this program (item 3.4) shall not be carried forward into another year.
- Firearms, ammunition, and firearm accessories are excluded.
- Motorized vehicles (quads, snowmobiles, motorboats, dirt bikes) and equipment, licenses and accessories needed to operate motorized vehicles are excluded.
- General clothing items, other than swimwear, such as pants, shorts, t-shirts, and sweatshirts are excluded.
- General food items other than vitamins and supplements are excluded.
- Spa treatments and beauty products and services are excluded.
- Fees pertaining to watching sports or fitness events are excluded.
- Costs incurred while vacationing or on a getaway including hotels, recreational vehicle rental/purchase or camping supplies such as tents or cookware are excluded, however if the Employee participates in sport or fitness activities while vacationing or camping such as fishing, hiking, waterskiing, scuba diving, then those costs are eligible.

## **ROLES & RESPONSIBILITIES**

- The HWSA will be administered by the Director of Corporate Services of the Town of Vermilion or as delegated to the Payroll/Human Resources Officer.
- Decisions on eligibility of items will be made based on this policy.
- Disputes regarding the eligibility of an item can be brought forward to the Director of Corporate Services and/or the CAO.
- Employees are responsible for adhering to the terms of this policy and submitting receipts for eligible items within the timeframes stipulated.