

## Ch1-s1-16

## WELLNESS DISCOUNT/REIMBURSEMENT

Responsible Authority:	Human Resources Services
Approval Authority:	Strategic Leadership Team
Date First Approved:	2017-09-14
Date Last Reviewed:	NEW
Mandatory Review Date:	2018-09-14

### PURPOSE

Confederation College has developed a 2017/2018 strategic initiative designed to encourage and support employees in achieving wellness through physical activity.

### SCOPE

This initiative applies to all full time employees of Confederation College. Specifically, full time employees of the Thunder Bay campus are eligible to participate in the SUCCI Wellness Centre Discount portion of the program. In lieu of geographical access to the SUCCI Wellness Centre, full time employees of Regional campuses are eligible to participate in the Wellness Reimbursement portion of the program.

All Memberships and/or expenses must be for the benefit of and used by the employee only. Spouses/partners/dependents are not eligible under this program.

### DEFINITIONS

This includes an explanation of terms and abbreviations used within the policy and procedure.

<b>Word/Term</b>	<b>Definition</b>
Eligible Period	Memberhips purchased between September 11, 2017 and March 1, 2018.
Eligible Employee	A full time employee of Confederation College.
Eligible Membership (Thunder Bay)	A 12 month membership for the eligible employee to the SUCCI Wellness Centre - Minowaadiziwin.
Eligible Expense (Regional)	A 12 month fitness club membership or registration fee for a fitness related program for the eligible employee.

### POLICY

In celebration of the SUCCI Wellness Centre – Minowaadiziwin opening, Confederation College is pleased to announce its support for employees wishing to achieve wellness through physical fitness. This one year strategic initiative has been developed to encourage employees in our Thunder Bay to participate in this exciting addition to our college community and offer a similar benefit to those at our Regional campuses.

## PROCEDURE

### Action

### Responsibility

## **SUCCI WELLNESS CENTRE DISCOUNT (THUNDER BAY CAMPUS EMPLOYEES)**

### **1. VALUE**

1.1 The SUCCI Wellness Centre Discount Program provides a 50% discount to eligible employees who choose to purchase an eligible membership to the SUCCI Wellness Centre. (E.g. 12 month membership cost: \$395.00 – \$197.50 (50%) = \$197.50 to be paid by employee). This is considered a taxable benefit.

### **2. DISCOUNT PROCEDURES**

2.1 Memberships can be purchased by visiting the SUCCI Wellness Centre.

Employee

2.2 SUCCI Wellness Centre staff will verify all eligible employees status through Payroll Services. Upon confirmation, the 50% discount will be applied.

SUCCI Wellness  
Centre/Payroll  
Services

2.3 SUCCI Wellness Centre staff will complete and submit documentation to Accounting Services for appropriate GL coding.

SUCCI Wellness Centre

### **3. PAYMENT OPTIONS**

3.1 At the time of purchase, eligible employees may select from either a lump sum payment or payroll deduction for their portion of the cost. Documentation will be completed and submitted accordingly by SUCCI Wellness Centre staff.

Employee/ SUCCI  
Wellness Centre

## **WELLNESS REIMBURSEMENT PROGRAM (REGIONAL CAMPUS EMPLOYEES)**

### **1. VALUE**

1.1. The Wellness Reimbursement Program provides a 50% reimbursement of eligible expenses to eligible employees who are employed at a Regional campus up to a maximum value of \$200.00. This is considered a taxable benefit.

### **2. CLAIM PROCEDURES**

- |   |   |
|---|---|
| 2.1. Complete the Regional Employee Wellness Reimbursement Form (Appendix 1) and include an original receipt detailing the eligible expense incurred during the eligible period.                              | Employee  |
| 2.2. Completed forms and receipts can be sent to Confederation College Human Resources Services, Attn: Employee Health & Wellness Consultant. All claims must be submitted by no later than January 31, 2018. | Employee  |
| 2.3. Human Resources Services will validate and track all claim submissions.  | Employee Health & Wellness Consultant                         |
| 2.4. Questions regarding eligible expenses should be directed to the Employee Health & Wellness Consultant.   | Employee Health & Wellness Consultant/<br>Accounting Services |
| 2.5. Reimbursements will be processed in December and January for submitted claims that meet all eligibility requirements.  | Employee Health & Wellness Consultant/<br>Accounting Services |

### **3. PAYMENT OPTIONS**

3.1 An original receipt detailing the completed purchase during the eligible period must be provided in order for the claim to be validated.	Employee
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#### **SUPPORTING DOCUMENTATION**

Appendix 1      Regional Employee Wellness Reimbursement Form

#### **RELATED POLICIES**

Not Applicable

#### **RELATED MATERIALS**

Not Applicable

## APPENDIX 1



### Regional Employee Wellness Reimbursement Program

Employee Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Campus Location: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### Expense Details:

<u>Expense Type</u>	<u>Date Expense Incurred (mm-dd-yy)</u>	<u>Total Amount Claimed (\$)</u>
<input type="checkbox"/> Fitness club membership	_____	_____
<input type="checkbox"/> Registration fee for fitness-related programs	_____	_____

#### Authorization:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*\*Original receipt must be included with submission.*

*Completed forms should be sent to Confederation College Human Resources Services,  
 Attn: Employee Health & Wellness Consultant.*