



1. Policy Purpose

- 1.1. The Town of Sedgewick recognizes that employee health, wellness and vitality are an important aspect of a healthy organization.
- 1.2. It is also acknowledged that to be considered an employer of choice, the well-being of staff is a priority for the Town in the interest of recruiting and retaining employees.
- 1.3. To achieve these goals, the Town offers the Health and Wellness Program to all permanent employees. This program provides reimbursement to employees for expenses incurred that promote the health of the employee through sport, fitness and recreation.
- 1.4. The goals of the Health and Wellness Program are:
 - a) To promote better health of employees
 - b) To motivate employees to choose and follow a healthy lifestyle
 - c) To provide an environment which supports healthy lifestyle choices
 - d) To enhance the benefit package available for employees to further aid in recruiting and retaining staff

2. Guidelines

2.1. Eligibility

All permanent full-time and part-time employees of the Town of Sedgewick are eligible for this program. New hires are eligible as of January 1st following their date of hire. Expenses attributed to family members are not eligible for this program.

3.2 Claim Amount

Full-time permanent employees are eligible to claim up to \$750 and part-time employees are eligible to claim up to \$350 under this program. Employees must submit an expense sheet with original receipts prior to November 30th to be eligible.

3.3 Eligible Expenses

The following items may be submitted for reimbursement under the program:

Fitness Activities

- Memberships to gyms, fitness centres or fitness classes
- Exercise videos
- Trainer or instructor fees
- Vitamins or supplements

Sports and Recreation Activities

- Fees for sports leagues
- Tournament participation fees
- Green fees
- Lift tickets
- Fishing and hunting licences
- Park fees (for hiking, biking)

Equipment

- Fitness equipment such as yoga mats, treadmills, ellipticals, stationary bikes and rowing machines
- Sports equipment such as hockey sticks, curling brooms, jogging strollers, canoes, kayaks, fishing rods, mountain bikes, golf clubs and tennis racquets
- Footwear such as sneakers, cleats, skates, skis, golf shoes, curling shoes, snowshoes, hiking boots and riding boots
- Protective equipment such as hockey pads, boxing gloves, bike helmets and lifejackets
- Electronic fitness trackers such as Fitbit and Garmin

3.4 Taxation

Claims will be paid through payroll and are a taxable benefit by the Canadian Revenue Agency

3.5 Exclusions

Not included within this program are the following:

- a) Any costs incurred by someone other than the Town of Sedgewick employee
- b) Any costs incurred outside the calendar year of which the expenses are submitted
- c) Firearms, ammunition and accessories
- d) Motorized vehicles, licenses and accessories
- e) Spa treatments and beauty products
- f) Fees associated with watching sports or fitness events
- g) Costs incurred while vacationing
- h) Food items other than vitamins and supplements

3.6 Interpretation

The CAO of the Town of Sedgewick shall be permitted to interpret this policy for the purpose of discerning eligible items

3. Persons Affected

Permanent Town of Sedgewick staff

4. Revision/Review History

TOWN OF SEDGEWICK

Nov. 16, 2017
DATE


MAYOR

Nov. 16, 2017
DATE


CHIEF ADMINISTRATIVE OFFICER