

Wellness Benefit:

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Lead Role:	GM	Replaces:	N/A
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Policy Statement

Beaver Municipal Solutions (BMS) promotes the health and wellness of its employees through its benefit program. There is a two-fold program covering this benefit, a non-taxable health care spending account administered by the benefit provider and the taxable wellness benefit account covered under this policy.

This taxable wellness benefit account is intended to reimburse expenses for activities that promote wellness of its employees and dependents.

Guidelines

Eligibility

1. All regular employees as defined in the Employee Handbook (Section 18) and enrolled in the extended health plan.
2. All dependents of eligible employees as defined by the Canada Revenue Agency may share this benefit.

Calculation

1. The wellness benefit account is \$500 per eligible employee per calendar year.
2. Unused benefits may be carried forward for a maximum of one (1) calendar year.
3. Should the employee resign or get terminated before the end of the calendar year, the benefit amount will be pro-rated based on the number of months worked. Excess claims will be deducted from the final pay. Unused claims are forfeited.
4. Probationary employees will be entitled to this benefit after regularization on a pro-rated basis, unless otherwise noted in the employment agreement.

Coverage

1. Reimbursement for expenses associated with professional development, including:
 - a. Tuition costs or course registration fees not directly related to employee's position in BMS (e.g., cooking classes, horticulture, beauty school, etc.).
 - b. Educational books or publications.
 - c. Computer equipment and software.
2. Reimbursement for fitness center memberships and fitness equipment.

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3. Reimbursement for sports activities and equipment.
4. Reimbursement for activities and equipment involving arts and culture (e.g., dance lessons, piano lessons, etc.).

Exclusions

1. Claims without original receipts will not be paid.
2. Clothing, except for athletic shoes and safety-related apparel, is not allowed
3. Activities that are more prone to injury or may cause harm are excluded.
 - a. Extreme sports may not be covered (e.g., bungee jumping, skydiving, skateboarding, roller derby, mountain climbing, surfing, etc.).
 - b. Sports involving violence may not be covered (e.g., hunting, paintball, boxing, bull riding, etc.).
 - c. Extreme martial arts activities may not be allowed (e.g., mixed martial arts, kickboxing, wrestling, muay thai, etc.). Taekwondo and karate are not considered extreme.
4. Pursuing training outside of BMS work requirements must be done on unpaid time or during vacation.

Implementation

1. Employees must fill out an expense claim with original receipts and submit the same to Payroll.
2. Claims will be processed on the next pay period.
3. Reimbursements will be included in payroll deposit and monitored through the pay slip.
4. Wellness benefit is taxable and will be included in box 40 of the T4 slips.
5. For questions as to which activities are covered, consult with Payroll before using the benefit. The GM makes the final decision on uncertain situations. Basic guideline is the activity should promote wellness with least risk of injury that would cause absence from work.