



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-03-20

WELLNESS SPENDING ACCOUNT POLICY

THE PURPOSE OF THIS POLICY IS TO:

To provide guidelines to employees regarding the Wellness Spending Account.

POLICY STATEMENT:

The Town of Drumheller believes that the Health and Wellness of its employees is a key priority and provides a variety of benefits in support of this. The Wellness Spending Account is offered as a flexible compliment to regular group benefits and provides opportunities for employees to enhance or maintain personal health, wellness and continuous learning and development.

Eligibility:

All Permanent Part-time and Permanent Full-time employees become eligible upon successful completion of their probationary period.

Amount:

- Full-time employees will be allocated a maximum of \$500.00 per calendar year. Unspent allocations do not carry forward into the next calendar year.
- Part-time employee's allocation will be prorated based on their FTE.
- Employees who transfer from a part-time to fulltime position will receive additional benefits based on the date of transfer.
- Employee's hired throughout the year will have benefits prorated based on date of hire.
- Employees who go on an unpaid LOA will maintain their current credits. New credits will be allocated and prorated for the following year based on their date of return.

Eligible Expenses:

This benefit applies to eligible expenses incurred by the employee only (expenses for dependents are not eligible). Receipts must be in the employee's name. Family fitness memberships held in the employee's name are the only exception to this rule.

Health Support

Products and Services that improve health and wellbeing*

- Smoking cessation programs (including audiobook)
- Stress management programs
- Weight management program fees
- Nutritional Counselling
- Cosmetic procedures (IE: Botox, tattoo removal, dermabrasion)
- Health Assessments
- Sleeping aids (IE: orthopedic mattresses, pillows, white noise machines)
- Life Coach services
- Alternative healing therapies not covered by group benefits (IE: Iridologist, Herbalist, Reiki, Rolfing and Light therapy)

Fitness and Sports Activities

Participation in physical activity that promotes good health

- Annual fitness club memberships or daily passes to athletic facilities (IE: gym drop in, golf courses, racquet clubs, ski hills/lift tickets, etc.)
- Sports league or team memberships
- Instruction for physical activities and fitness related programs (aerobics, yoga, dance, martial arts)
- Certified Personal trainer fees
- Registration fees for athletics, physical fitness, health and wellness events or sports leagues

Fitness and Sports Equipment

Purchase of fitness equipment that promotes good health

- Purchase or rental of fitness equipment (treadmill, elliptical, indoor bike trainer, weight bench, etc.)
- Purchase or rental of sports equipment (skates, hockey stick, bike helmet, life jacket, athletic footwear, etc.)
- Purchase of cross-trainers, court shoes, hiking boots, aqua shoes etc.

*excludes clothing

Professional Development

Supporting continuous learning and career development

- Course, conferences and seminars
- Software and books for professional development courses

Personal Interest

Supporting continuous learning through personal interest courses

- Art classes and supplies*
- Driving instruction
- Photography courses
- Pottery classes and supplies*
- Library memberships
- Textbooks and required supplies for personal interest courses

**Supplies are only covered when included within the course fee. They are not eligible when purchased outside of the course fee*

Health Related Technology

Products and Services that promote continuous wellness

- Wearable items that either measure your fitness activity or are primarily focused on fitness and health.
- Smartwatches (IE: Fitbit, Apple Watch, Garmin)
- Fitness and health related apps (IE: MyFitnessPal, Training Peaks)

**Excludes products and services deemed a non-taxable medical expense by CRA.*

Submitting a Claim

Claims must be submitted within 60 days of incurring the expense, with the exception of expenses incurred in December, which must be submitted before January 15th of the following year.

Paid claims are a taxable benefit under CRA guidelines and will be reported on T4's.

To make a claim, please complete the WSA claim form, attach the original receipts and submit to payroll for review and processing.

Adopted by Council

Date: February 18, 2020



Mayor of Drumheller



Chief Administrative Officer