

City of Brisbane
Health and Wellness Reimbursement Policy

The City recognizes the importance of employee health and well-being and is committed to promoting wellness. The Health and Wellness Reimbursement Policy is available to all bargaining unit employees, to support continuous participation in health and wellness programs.

All bargaining unit employees shall receive three-hundred dollars (\$300) per fiscal year, for health and wellness materials and equipment. The goal is to provide City employees as many options and as much flexibility as possible to help improve physical fitness and emotional health. The City recognizes that there are a wide variety of activities that lead to improved physical and emotional health. The general guidelines of the activity must be:

- Educational and/or action oriented designed to modify lifestyle or behaviors
- Allow for increased body awareness or improved muscular, skeletal or cardio strength, flexibility, or stability
- Related to emotional health and physical fitness, and/or equipment necessary to participate safely in the reimbursable activity

Employees shall complete a reimbursement form and provide receipts/proof of purchase to the Human Resources Department or Administrative Services Director for approval. Taxability of this benefit allowance is governed by the provisions of the Internal Revenue Code and State and local regulations. Employees who have submitted their intent to separate from the City shall not be eligible for any remaining reimbursements during the fiscal year.

Examples of Health and Wellness Eligible Expenses

- Fitness Club membership fees, day passes (if family membership, only employee portion is payable) and certified trainer sessions
- Weight reduction programs (Weight Watchers, Jenny Craig, etc.)
- Entry, registration and participation fees (5k, 10k, Marathon, Bicycle Race Entry fees, etc.)
- Physical fitness equipment and devices (bicycles and accessories, treadmill, athletic shoes, workout gear, Fitbit, exercise videos, books and apps, etc.)
- Mindfulness classes and apps (meditation, yoga)
- Acupuncture
- Recreational classes (tennis, golf, karate, ice skating, dance, etc.)
- Nutrition classes and apps/Nutritionist
- Cessation programs (smoking, alcohol)
- Self-help books

Should there be any changes to the program, representatives from each bargaining group along with the Human Resources Department will revisit the policy and decide collectively.

Eligibility:

- Expenses must be solely for the employee's use.
- Expenses must be for current use.
- Expenses must be incurred within the fiscal year for which reimbursement is requested.
- Expenses should be submitted prior to the last pay period of the fiscal year.
- Receipts/Proof of purchase for services should indicate type of service, date of service, amount paid, and the name of employee receiving service.
 - Credit card statements with expenses circled/noted will not be accepted.