



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Healthy Lifestyle Reimbursement Program

**Adopted Date: March 30, 2015**

**Revised Date: January 8, 2018**

The County of El Paso is committed to improving the health and wellbeing of its employees and family members. The Healthy Lifestyle Program is an incentive-driven initiative that encourages and supports employees to become healthier by providing a reimbursement for expenses incurred by participating in physical fitness activities at eligible facilities.

#### **I. Program Overview**

In accordance with the mission of the El Paso County's Strategic Health and Wellness Plan of improving the health and wellbeing of County employees and their families through targeted disease fighting strategies, education, and activities that support healthy lifestyle changes creating a more productive and engaged workforce while achieving healthcare saving, the County establishes the Healthy Lifestyle Reimbursement Program.

The program offers an incentive for County employees enrolled in the County's Health Plan to adopt and maintain an active lifestyle by providing a reimbursement for membership fees up to \$90 semi-annually or \$180 annually for employees who regularly participate in activities at eligible fitness facilities.

The program reimburses up to \$90 for attending one or multiple qualified fitness facilities at least 8 times a calendar month, once per day or with a 5 hour window in-between visits, for 6 consecutive months or up to \$180 for attending a qualified fitness facility at least 8 times a month, once per day or with a 5 hour window in-between visits, for 12 consecutive months.

#### **II. Eligibility**

Eligible employees are those that are members of the County's Health Plan and are full-time employees at the time of enrollment in the program.

An eligible fitness facility is defined as one that is licensed by the Office of the Secretary of State, whose primary business is to provide supervised physical fitness activities or programs, offers a membership agreement and/ or contract, and is able to provide attendance records.

Attendance records must state the date and time for each day the employee attended per month. Healthy Lifestyle reimbursement applications that do not contain an attendance record which provides the date and time for each day attended will not be eligible to receive reimbursement.

#### **III. Procedure:**

Eligible employees that participate in payroll deduction for qualified fitness facilities must perform the following to claim reimbursement:

1. Obtain a copy of the attendance records from each of the qualified fitness facilities for the

- period of reimbursement being requested
2. Submit the application for [Healthy Lifestyle Reimbursement program](#) within 60 days from the end of the reimbursement period. Failure to do so will result in the reimbursement being denied
  3. Submit the application and documentation to the Wellness Coordinator in the Human Resources Department

Eligible employees that do not participate in payroll deduction for qualified fitness facility must perform the following to claim reimbursement:

1. Obtain a copy of the qualified fitness center application membership agreement, contract or renewal for each fitness facility
2. Obtain a copy of proof of payment, such as a receipt or statement from each fitness facility. Must be statement/receipt covering period requesting for reimbursement
3. Obtain a copy of the attendance records from each of the fitness facilities for the period reimbursement that is being requested
4. Submit the application for [Healthy Lifestyle Reimbursement program](#) within 60 days from the end of the reimbursement period. Failure to do so will result in the reimbursement being denied
5. Submit the application and documentation to the Wellness Coordinator in the Human Resources Department

#### **IV. Annual Memberships:**

Individuals who have purchased annual memberships will receive the pro-rated monthly amount for each of the months for the period in which they are applying for reimbursement.

The pro-rated monthly amount is determined by taking the total amount of the employee's annual membership cost and dividing it by the total number of months as specified in the contract.

#### **V. Considerations:**

Eligible employees can only be reimbursed for out of pocket membership fees incurred during the months in which they are applying for reimbursement.

At the time of payout/reimbursement, eligible participants in the Healthy Lifestyle Program must be actively employed.

The amount reimbursed will be reported as taxable income to the Internal Revenue Service and is subject to FICA, Medicare, federal, state, and local taxes.

Healthy Lifestyle reimbursements are processed on the 15th day of every month. Applications that are received after this date will be processed the following month.

Dependents of employees are not eligible to receive reimbursement under the Healthy Lifestyle Reimbursement program even if the dependent is an employee.

Participating employees taking advantage of the reimbursement program do so at their own risk.

El Paso County will not be liable for any accidents or injuries sustained while an employee is using the fitness facility or using any of the equipment during the exercise process.

We encourage all employees to adopt and maintain a routine fitness program, however, please consult with your health care provider before beginning any exercise program.

Link to application for [Healthy Lifestyle Reimbursement Program](#)

Link to EP County Wellness Website <http://intranet/hr/wellness.htm>