



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Healthy Lifestyle Reimbursement Program

Adopted Date: March 30, 2015

Revised Date: June 2, 2025

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 El Paso County's Strategic Health and Wellness Plan—to improve 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 savings—the County establishes the Healthy Lifestyle Reimbursement Program.

The program incentivizes employees enrolled in the County's Health plan to adopt and maintain an active lifestyle by providing a reimbursement for membership fees—up to \$100 semi-annually or \$200 annually—for attending one or multiple qualified fitness facilities at least 12 times a calendar month (once per day or with a 5-hour window in-between visits) for 6 or 12 consecutive months.

II. Eligibility

Eligible employees are those who are members of the County's Health Plan and are active 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 who participate in qualified fitness facilities 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 Team 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 submit application for qualified monthly membership fees incurred during the months in which they are applying for reimbursement.

Eligible employees must be enrolled in a County medical plan as of the first day of the month for the months they are seeking 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.

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:

<https://app.smartsheet.com/b/form/5b2ac1fdff9a4480a25e8a47f7330dc5>.