

Approval Date:	January 13, 2020	Policy Number:	P-80-73-A
Motion:	Motion-20-01-018		
Supersedes:	P-80-2013-03		
Title:	Active Living Benefit Policy		

Purpose

The Town of Peace River believes that the health and wellness of its employees is fundamental to a healthy and productive workplace. The purpose of the Active Living Benefit is to provide employees support in improving or maintaining physical wellness.

Policy

1. Eligible Town Employees will have a choice of 4 options under the Active Living Benefit:
 - 1.1. The Town will reimburse eligible employees 100% of fitness-related purchases to a maximum reimbursement of \$375.00 (including GST) each year (Jan. 1- Dec. 31).
OR
 - 1.2. provide free access to the Peace Regional Pool - choice of an annual family or individual pass,
OR
 - 1.3. Free access to the Baytex Energy Centre through the choice of a family (or individual equivalent) annual punch pass.
OR
 - 1.4. A combination of both the Baytex Energy Centre punch passes and the Peace Regional Pool monthly/10 use passes, that are equivalent to a family or individual yearly pass.
2. Use of the Active Living Benefit is not mandatory. However, if employees choose not to use their account or utilize only a portion of it, they cannot carry funds over from one fiscal year to the next. Pool and Baytex Passes have an annual expiry date and will not carry forward.
3. This policy is subject to cancellation at any time.
4. Eligible employees will be required to submit an application on an annual basis through Human Resources for either the pool or Baytex passes.

Definition

5. Family members mean the Employee's
 - 5.1. Spouse/partner, including common law;
 - 5.2. All children under the age of 18; and
 - 5.3. All children under the age of 21 with a valid student ID.

Benefits

6. To the Employee:
 - 6.1. Overall improvement of health;
 - 6.2. Feeling of personal satisfaction – increases self-responsibility and confidence; and
 - 6.3. Improves quality of work life.

7. To the Town of Peace River:
 - 7.1. More productive employees;
 - 7.2. Improved morale and employee motivation; and
 - 7.3. Decrease in absenteeism and turnover

Eligibility

8. The following employees are eligible for this benefit:
 - 8.1. Permanent, full-time, non-union employees;
 - 8.2. Permanent, part-time, non-union employees;
 - 8.3. Casual/Temporary/Seasonal, non-union employees;
 - 8.3.1.1. Casual/Temporary/Seasonal employees are not eligible for purchase reimbursement.
 - 8.4. New Hires will become eligible after six months; eligibility will be pro-rated based on the month of hire. After successful completion of the probation period, purchases during the probation period are eligible.
 - 8.5. As defined in the Personnel Policy and any amendments thereto, employees on maternity, paternity or parental (adoption) leave, long-term disability, leave of absence without pay greater than two (2) consecutive months are not eligible during the period that the employee is on leave. Purchases made during the leave period are ineligible.

Termination of Employment

9. Any and all Facility passes will become null and void upon termination of employment.

Tax Implications

10. All eligible expenditure items are a taxable benefit. Taxable benefits will be listed on a T4A, which will accompany the employee's T4.

Eligible Expenditures

- 10.1. Examples of eligible expenditures include activities and equipment meant to improve physical fitness such as:
 - 10.1.1. Personal trainers, fitness consultation;
 - 10.1.2. Organized individual or group fitness lessons (yoga, karate, dance, etc.);
 - 10.1.3. Fitness facility fees, golf memberships, team sports;
 - 10.1.4. Equipment or accessories which are considered integral in the ability to carry out a fitness activity (e.g. treadmill, bike, weights, roller blades, running shoes, snowboard, helmet, instructional DVD/books).

This list is not intended to be all inclusive.

Ineligible Expenditures

11. Examples of ineligible expenditures include:
 - 11.1. Nutritional supplements;
 - 11.2. Clothing;
 - 11.3. "Train the Trainer" programs (e.g. courses an employee takes to learn to teach a fitness class)
 - 11.4. Hobbies or leisure activities which do not promote personal fitness (e.g. photography, carpentry);
 - 11.5. Any items/services provided/covered through the Employee Assistance Program or Health Care Spending Account;
 - 11.6. Purchases for anyone other than the employee;
 - 11.7. Purchases incurred before the employee was employed with the Town;
 - 11.8. The program is not a health supplement spending account and therefore is not intended to be used for medical expenses, medical supplies or other expenses not currently covered by the Health Care Spending Account or other benefit provided by the Town of Peace River.

This list is not intended to be all inclusive.

Submission Guidelines

12. The Active Living purchase reimbursement is available from January 1st to December 31st of each fiscal year. Claims must be submitted by January 10th of the following year. Recreation Facility Passes can be obtained from the Human Resource Coordinator at any time during the year.
13. Complete the Active Living Benefit Claim Form, including department code and Director approval.
14. Employees submit an Active Living Benefit Claim Form along with the original receipt to the Human Resources Coordinator. Receipts must be dated for the applicable fiscal year.
15. Each claim is evaluated by the Active Living Benefit Committee based on the eligibility list and the information submitted on the claim form. Approval will be based on a majority of Committee members.
16. For larger purchases that require a receipt for warranty, employees should ask the service provider for two original receipts in order to keep one for their records. Receipts submitted for the Active Living Benefit will be kept on file in accordance with the Town's retention schedule. If employees need to retrieve their original receipts for warranty claims or returns, please contact the Human Resources Coordinator.
17. If an employee returns an item purchased through the Active Living Benefit, the funds received must be returned to the Town. The employee's Active Living Benefit account will be credited accordingly.
18. If an employee leaves the employment of the Town of Peace River before the end of the year in which the claim is made, the amount paid to the employee will be prorated and the employee will be required to repay the Town or have the amount owing to the Town deducted from his/her final pay cheque.

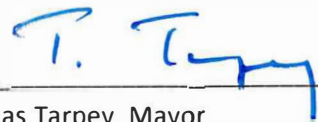
19. In order to provide the quickest return to employees, please refrain from submitting claims until a minimum of \$100.00 in purchases has been accumulated.

20. Turnaround time will be approximately three (3) weeks.

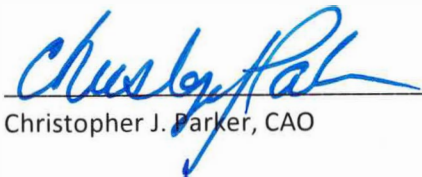
Appeals

21. If an employee disagrees with a decision made regarding his/her Active Living Benefit claim, the employee may take his/her concerns to the Chief Administrative Officer (CAO) for final review within two (2) weeks of the decision date.

22. If the CAO disagrees with a decision made regarding his/her Active Living Benefit claim, the CAO may take his/her concerns to Town Council for final review within two (2) weeks of the decision date.



Thomas Tarpey, Mayor



Christopher J. Parker, CAO