



Simon Fraser University – Poly Party Employee Wellness Program

PURPOSE: Simon Fraser University and the Poly Party commit to fund an Employee Wellness Program to support a healthy and sustainable workplace for Poly Party employees. Healthy employees are able to better engage, which will assist in improving service delivery throughout the campus.

Employee Wellness Program:

SFU will provide a healthy workplace by:

- (1) Encouraging employees to participate and use the funds to support their own wellbeing.
- (2) Providing a social environment supportive of employee wellbeing.
- (3) Providing the funding for an employee wellness program to support a healthy workplace.
- (4) Ensuring *Eligible Employees** will be provided with an annual amount allocated by the fund which must be used in a given calendar year, there will be no carry over amounts permitted.
- (5) The expenses eligible for reimbursement include, but are not limited to: fitness equipment/classes,

recreational/fitness membership fees that amount to \$0.004 Tc 0.006 Tw 0.522 0 Td(S)1.5 (F)1.5 (U)3.3 (w)6.4 (i)3.2



proof of payment. If receipt/invoice does not clearly state the total amount paid, it must be accompanied by proof of payment.

A copy of a credit card sales slip/statement on its own is not sufficient: employee must submit the invoice as well (eg. must provide store receipt showing all charges being claimed, not just the debit/credit card receipt). All items purchased and method of payment must be clearly indicated on the statement.

- (5) Only one (1) Wellness Claim Form for reimbursement may be submitted anytime in a calendar month. Reimbursements will be processed by the end of the following month.**
- (6) You may only claim for expenses which you paid for in the current calendar year plus those from the prior two (2) calendar years.
- (7) Any reimbursement processed by the University is a taxable benefit to the Employee.
- (8) On termination of employment, unused Employee Wellness (e s)1.7 (m)9.3 a87 (m)9.us will revert to the University.
- (9) You can onl

