

IPSC Staywell PLUS Activities Initiative

INTRODUCTION

In an effort to contain medical costs and as part of IPSC's comprehensive health and wellness program designed to enhance employee health and well-being, IPSC will subsidize Staywell PLUS activities through reimbursement. Each eligible participant who participates in approved Staywell PLUS activities and events will be able to submit a request for reimbursement up to \$200 per calendar year for approved activities.

This program is available to active full-time employees and their spouses.

GUIDELINES

For purposes of this Staywell PLUS health and wellness initiative, events for reimbursement include programs that require the participant to be engaged in activities involving sustained participation over time which promote a healthier lifestyle. A personal physical fitness program and/or a continuing program of exercise and conditioning should be a way of life. A personal fitness program can make life more enjoyable and rewarding.

Medical authorities advise checking with a doctor before beginning any type of exercise program.

TO BE ELIGIBLE

1. An individual must be enrolled in the IPSC Staywell program by having a signed waiver on file. By signing the waiver, the participant agrees that all activities are done on his/her own time and at his/her own risk, and he/she will not hold IPSC liable for any injuries or damages incurred by preparing for or participating in such activities.
2. The individual must participate in an approved eligible activity.
3. The individual must participate in available IPSC sponsored Staywell activities during the period of time the Staywell PLUS eligible membership, program, activity, or event is held.
4. Preapproval – It is recommended that the individual obtain preapproval before participating in an activity to determine if the activity meets the requirements for reimbursement.
 - a. Secure documentation of the membership fee or activity cost.
 - b. Provide brochure or information about the event or activity.
 - c. Give this information, along with name and extension, to Health Analyst for approval. **If you have any questions about this process, please contact the Health Analyst at 435-864-6511.**

REIMBURSABLE ACTIVITIES and EQUIPMENT

Below is a list of eligible memberships, events, or activities. More specific details are described later including activities that are not eligible for reimbursement. Examples below are illustrative and not all inclusive:

- Club or gym memberships
- Annual fitness activity passes
- Personal training, one-on-one fitness instruction
- Group fitness classes
- Certain sports league individual registration fees
- Organized event registration (road race type events such as 5k walk/run, marathon, triathlon, etc.)
- Nutrition counseling, weight loss program membership fees (Weight Watchers, Jenny Craig, etc.)
- Smoking cessation counseling
- Certain personal fitness equipment (running/walking shoes)

CATEGORIES

Gym, Health Club, Fitness, Aquatic Center Memberships

IPSC, through the Staywell PLUS program, will subsidize a basic adult membership to a health club or gym that promotes cardiovascular wellness. An eligible facility must provide at least two pieces of equipment or activities that promote cardiovascular wellness such as stationary bicycle, treadmill, elliptical cross-trainer, group exercise, squash/tennis/racquetball courts, stepper, rowing machine, walking/running group, indoor track, or pool.

Group or Personal Training

IPSC, through the Staywell PLUS program, will reimburse for either group fitness or one-on-one instruction activities. The reimbursement may be used toward participation in a physical fitness class or group (yoga, water aerobics, etc.) based on successful completion of the group session. The program should include multiple classes over a sustained period of time and does not include physical therapy.

Sports Leagues

IPSC, through the Staywell PLUS program, will reimburse registration fees for activity-based leagues that promote cardiovascular/anaerobic fitness (such as soccer, basketball, racquetball, tennis, etc.) each calendar year. IPSC will not pay for team sponsorships or registration (examples: softball, volleyball, bowling, golf).

Organized Event Registration

IPSC, through the Staywell PLUS program, will reimburse activity-based event registration fees for activities that promote cardiovascular wellness (such as road races, 5k, 10k, half marathon, bike races, triathlons, obstacle racing) each calendar year.

Nutrition Counseling

IPSC, through the Staywell PLUS program, will reimburse individuals for nutrition counseling or related group programs each calendar year. The reimbursement may be

used toward participation in an educational nutrition-related group or program (such as Weight Watchers or Jenny Craig), excluding books, food, and nutritional supplements.

Tobacco Cessation

IPSC, through the Staywell PLUS program, will reimburse prescription and over-the-counter nicotine replacement therapies such as pills, patches, and gum.

Purchase Home Gym or Fitness Equipment

IPSC, through the Staywell PLUS program, will reimburse for equipment traditionally found in a gym or fitness center (examples: recumbent bike, treadmill, elliptical machine, weights, running/walking shoes, etc.).

Other Wellness Events or Activities

Cancer walk and other unique events preapproved by Health Analyst.

NON-REIMBURSABLE ACTIVITIES and EQUIPMENT

The Staywell PLUS program EXCLUDES the following:

- Team or group reimbursements for events, races, sport leagues, etc.
- Reimbursements for purchases without an official receipt (or processed and canceled check)
- Reimbursements for purchased services outside of one of the approved categories listed above
- Orthotics, clothing, electronic gaming equipment, consoles, software, accessories (such as WiiFit/Plus)
- Fitness or sports-related apparel and accessories
- Maintenance fees, food, or beverage purchases
- Registration fees for one-time athletic tournaments
- Non-fitness league activities and events (i.e., bowling, archery, shooting, golf)
- Equipment primarily intended for therapeutic or recreational

PROGRAM INFORMATION

This program is designed to promote health and fitness and IPSC reserves the right to modify, discontinue, or change the program at any time. Approval or denial of reimbursement is at the sole discretion of the IPSC Health Analyst or Department Head.

If an event or activity is in question, seek assistance before beginning the program. There are many and various activities available with new activities offered and programs constantly changing. IPSC reserves the right to interpret these guidelines and adapt as needed to meet its goals for this program. Any question regarding the operation of this program will be interpreted based on the intent of the program at the time it was written.

If an activity or reimbursement is denied, an appeal may be made to the Department Head. Employees may wish to submit a description of a unique wellness program/activity to the Health Analyst prior to participation to determine eligibility for reimbursement. The decision of the Department Head is final.

REIMBURSEMENT

For reimbursement, an IPSC employee should fill out the approval form and place it with all applicable invoices, check copy, etc., in the company reimbursement envelope with their name and information on the cover for Accounting to process.

Spouses will be reimbursed through the weekly accounts payable check system. Since it is less than \$600 annually, no other action is necessary. Spouses may turn in the forms the same as employees using the company reimbursement envelope.

Tracking of reimbursement totals for a year will be done through the Staywell program. IPSC reserves the right to review and revise the health and wellness reimbursement guidelines on an ongoing basis. This subsidy is offered during this calendar year only and is subject to review for continuation next year.

Reimbursement Form

The Health and Fitness Activity Reimbursement Form can be found on the IPSC website, IPSC Forms under Everyone Forms, or from the Health Analyst.

Deadline for claims for a specific previous calendar year is March 31. No exceptions.

Submit: The following must be submitted:

1. **A completed form**, including your name, address, and a phone number where you can be contacted.
2. **Attach Receipt:** must include your name and/or a copy of your credit card showing the last four digits and/or a statement showing purchase. Vendor/provider name must appear on the receipt, as well as name of employee and/or eligible dependent, date of service, and amount paid for the service/item. Homemade computer receipts will only be accepted if the seller has signed the receipt and written down the item purchased and the purchase price.
3. **Attach:** brochure, program listing, or photocopy description of item/service.

Mail or Give to Health Analyst

Claim Processing: Incomplete, incorrect, or no receipts will delay processing. You will be contacted and asked to resend the proper receipt if an incomplete or incorrect receipt is received or if no receipt accompanies your claim form. **Please allow 2-4 weeks for processing.**

Reimbursements for purchases and services are restricted to one of the approved categories listed above. All requests for reimbursements will be reviewed by the IPSC Health Analyst before a reimbursement is provided.