

IPSC Staywell PLUS Incentive Program

INTRODUCTION

As part of IPSC's comprehensive health and wellness program designed to enhance employee health and well-being, IPSC full-time employees and their spouses may obtain a \$200 per calendar year subsidy **by participating in specific wellness activities** for reimbursement of approved purchases/activities.

ELIGIBILITY GUIDELINES

Individuals may earn this incentive by meeting the following criteria:

1. Signing and agreeing to IPSC liability waiver.
2. The individual must participate and complete two quarterly Wellness programs annually **and turn in required paperwork**. If you participate regularly, you may count the last quarter of the current year plus first quarter of the next year, or any two quarters in a given year.
3. Items must be purchased between January 1 and December 31 for reimbursement for any given year (**no exceptions**), but you have until March 31 of the next year to finish eligibility and to turn in receipts.

REIMBURSABLE ACTIVITIES AND EQUIPMENT

Even though many items or activities may improve health or fitness, IPSC has only approved specific items, events or activities. **Items are only for IPSC Employees and Spouses. You may not purchase items for children or gifts to others.**

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.

Group or Personal Training

IPSC, through the Staywell PLUS program, will reimburse for either group fitness or one-on-one instruction.

Sports Leagues

IPSC, through the Staywell PLUS program, will reimburse individual 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 (5k, 10k, half marathon, bike races, triathlons, obstacle racing, Cancer Walk, and other unique events preapproved by Health Analyst).

Nutrition Counseling

IPSC, through the Staywell PLUS program, will reimburse individuals for membership in weight loss programs (like Nutri System, Jenny Craig, etc.), nutrition counseling, or related group programs each calendar year. This covers the cost of membership only—not food, supplements, drinks, etc.

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, personal bicycles, and electronic devices like pedometers, fit trackers, and heart-rate monitors, or resoling previously purchased approved footwear.

Other Approved Wellness Items, Events, or Activities

Fitness-type shoes (walking, running, hiking, CrossFit, or other boot/shoes that promote fitness). Basketballs, soccer balls, basketball standards, paddle boards, jogging strollers, bicycle child seats and trailers, resoling hiking boots rather than buying new.

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 a receipt (or processed and canceled check).
- Reimbursements for purchased services outside of one of the approved categories.
- 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 use.
- Physical therapy or rehabilitation services or products.

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 a single item is \$800 or more, you may apply for two years' reimbursement in one calendar year. (Items cannot be combined to equal \$800.) Employees and spouses may combine for a shared item like a treadmill or weight machine, but not individual items such like bicycles, fitness watches, shoes, etc.

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 EMPLOYEES

For reimbursement, an IPSC employee should fill out the approval form and attach all applicable invoices, check copy, etc. The Staywell PLUS Incentive Reimbursement Form can be found in **OnBase > New Form > Staywell PLUS Incentive Reimbursement Form**. **Please allow 2 to 4 weeks for processing.**

REIMBURSEMENT FOR SPOUSES

For reimbursement, an IPSC spouse should fill out the approval form and place it with all applicable invoices, check copy, etc. The Staywell PLUS Incentive Reimbursement Form can be found on the IPSC website, in **OnBase > Retrieval > Forms – Everyone > Staywell PLUS Incentive Reimbursement Form for Spouses**, or from the Health Analyst. Mail or give to Health Analyst. **Please allow 2 to 4 weeks for processing.**

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: Vendor or provider name and item/activity must appear on form.** Homemade 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.

Reimbursements for purchases and services are restricted to one of the approved categories. All requests for reimbursements will be reviewed by the IPSC Health Analyst before a reimbursement is provided. If the item or event is unusual or not specifically listed, please contact the Health Analyst **before** making the purchase.