

# Health and Wellness

## **About the Program**

Health and Wellness is important to everyone's well-being. We all know what we are "supposed" to be doing, that is, eating right, exercising, not smoking and eliminating stress, but too often everyday life gets in the way and we let things slide. Pretty soon we find ourselves skipping the gym or stopping one more time at the fast food restaurant and sooner or later it begins to take a toll on our health.

Cal Poly Corporation believes that your well-being matters and we have developed a wellness program to help keep you on track or give you a little incentive to either start a program or improve on what you are already doing. Of course, before beginning any new exercise program we strongly recommend you talk to your physician to ensure you are currently healthy enough to participate.

## **Financial Incentives**

All benefited employees will be given the option to be reimbursed up to \$60 (taxable income) per quarter for wellness activities or equipment that have costs associated with them. Eligible for reimbursement are items such as a gym membership, fitness equipment, sports activities and/or sports fees. If you are unsure if your activity or item qualifies, ask us and we will review your request and determine if it fits the program.

## **Due Dates**

Submit the applicable claim form for expenses (with receipts) incurred during the quarter by the following due dates.

*NOTE: The claim form can be found on the CPC Wellness Program Website*

- Summer Quarter (July - September) – Deadline: October 15<sup>th</sup>
- Fall Quarter (October - December) – Deadline: January 15<sup>th</sup>
- Winter Quarter (January – March) – Deadline: April 15<sup>th</sup>
- Spring Quarter (April – June) – Deadline: July 15<sup>th</sup>

## **Financial Incentive Claim Parameters**

If the completed claim is received on time, reimbursement will be made within the next two paydays. Unfortunately, late claims will not be processed and you cannot submit a prior quarter claim the next quarter. Reimbursements will only be made for expenses incurred in the current quarter. Exceptions to this will include only those expenses which are paid on an annual basis, such as an annual gym membership. In those cases, the receipt must show the time period for which the expense is applicable, and you must submit a new claim for each quarter to receive the reimbursement applicable to that quarter (using the prior receipt).

## **Form**

Wellness Financial Incentive Claim Form can be found on the CPC Website under Resources/Business Services/Human Resources/Wellness Program. Or you can use the search function on the CPC website.

## **Taxability**

All financial incentives are considered taxable income to the employee and will be included as gross income during the quarter it is received.