



## Policy HR 13.6 Health and Wellness Reimbursement

Adopted by the Library Board of Trustees: 01/24/2013

All regular full-time and regular part-time employees are eligible for reimbursement, in accordance with IRS requirements and other applicable laws, for medical and alternative care expenses, physical therapy, acupuncture, prescription drugs, physical exercise programs, co-pays and patient expenses for medical, dental and vision expenses on the part of the employee or his/her dependents.

Health and wellness reimbursements for regular part-time employees are pro-rated based on the number of hours the employee is budgeted for and regularly scheduled to work.

Health and wellness reimbursements for new employees are paid on a pro-rated basis during their first year of employment, based on the percentage of weeks worked during the year. Reimbursements for employees in their final year of employment are also paid on a pro-rated basis, based on the percentage of weeks worked during the year. Health and wellness reimbursements overpaid to a separating employee will be withheld from the employee's final paycheck.

Due to IRS regulations, employees who choose a high-deductible consumer-directed medical health plan cannot receive reimbursement for medical-related expenses, but may receive reimbursement for dental expenses.

### **I. Administration**

The Library Director or designee is responsible for administering this policy.