



**Operation Threshold will be closed  
Monday, February 19 for President's Day**



# NEWS NOTES



## February Birthdays

Leian Kammeyer (Fiscal)	2/7
Brenda Curry-Thompson (Buch)	2/21
Cassidy Monaco (FaDSS)	2/27



## February Employment Anniversaries

Joe Card (WX)	17 years
---------------	----------

## Wellness Reimbursement Program

Since this is the time of year we are all trying to keep those New Year's resolutions from fading away, we wanted to remind you of our wellness reimbursement program. Here is how the program works. Employees can be reimbursed for a number of health improvement items and services. Reimbursable items include:

- Health Club/Gym membership fees
- Weight management program fees
- Fitness Equipment (weights, exercise machines, fitness videos)
- Over the counter smoking cessation products or smoking cessation programs
- Running/walking shoes (**limited to one pair per calendar year per employee & no other types of clothing or apparel will be reimbursable**)

The maximum reimbursement for any given purchase will be \$20.00 per month for any qualifying purchase. The cost of the purchase over the maximum reimbursement will not be reimbursed (the most you can receive is \$20.00 per month, regardless of the cost of the item or service). The item or service must be purchased within the month for which we are issuing reimbursements.

*Ex: Purchasing a \$30.00 monthly membership will allow you to be eligible for the \$20.00 maximum each month. Purchasing a \$500.00 treadmill will allow a one-time \$20.00 reimbursement for the month in which it was purchased.*

The maximum reimbursement amount can be reduced if the total amount submitted for reimbursement by all employees exceeds the amount that is budgeted. Should this happen, a weighted average of the reimbursements will be used to determine the new reimbursement amount up to the total of the reimbursement budget.

To receive your reimbursement a reimbursement form (the blue travel/meal reimbursement forms – under the section “other”) needs to be completed and will be due to Craig Boche in the month following the quarter. For deadline dates see Appendix “C” of your employee personnel policy manual. Reimbursement forms must have dated receipts attached (or copies of you bank statement in the case of automatic withdrawal) stating what product/service was purchased. The reimbursement will appear on your regular paycheck as a taxable benefit.

For details of the program or to ask any questions contact Craig.