Health Spending Fund

The Program
This program has been developed by New Brunswick Community College (NBCC) to assist non-union employees with making positive lifestyle choices that will improve their health and enhance their wellbeing.

Administration of this program is the responsibility of the Lead, Employee Wellbeing and Engagement. To achieve your goals while taking advantage of any program supported by the Health Spending Fund, employees are expected to commit to the wellbeing activity being sponsored.

For qualifying activities, NBCC will provide employees up to $300 each fiscal year. Employees cannot carry forward unused amounts. To be reimbursed, participating employees must complete the attached form and submit it along with all receipts, once per year, to the Lead, Employee Wellbeing and Engagement prior to March 31st. All documents are then sent to Accounts Payable for reimbursement by the Lead, Employee Wellbeing and Engagement.

Criteria
Reimbursement will be provided for the following individual user activities and/or products:

1. Equipment:
   a. Indoor use; treadmill, stationary bicycle, weights, DVD’s.
   b. Outdoor use; bicycle, golf clubs, tennis racquet, kayak.
   c. Smart watch.

2. Membership:
   a. Gym/health club; structured fitness classes of at least 12 weeks in duration where there is sustained cardio/physical activity, such as yoga, pilates, aerobics, running, swimming
   b. Team sports/clubs.
   c. Fitness Apps and online at home/on demand fitness program subscriptions.
   d. Weight Management; activities not available through NBCC’s Insured Health Benefits or through the Employee and Family Assistance Program.
   e. Smoking Cessation programs not available through NBCC’s Insured Health Benefits.
### Application for Health Spending Fund Reimbursement

<table>
<thead>
<tr>
<th>Employee Name</th>
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<tbody>
<tr>
<td>Employee ID #</td>
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#### Health Spending Fund Categories

- **Equipment – individual use (5122)**
  - Indoor use; treadmill, stationary bicycle, weights, DVD’s.
  - Outdoor use; bicycle, golf clubs, tennis racquet, kayak.
  - Smart watch.

- **Membership Fees (3701)**
  - Gym/health club, team sports/clubs.
  - Fitness Apps, fitness program subscriptions.
  - Weight Management.
  - Smoking Cessation programs.

**Date Program Commences:**

*This is a taxable benefit.*

#### Receipt

<table>
<thead>
<tr>
<th>Original Receipt(s) Attached (Business Provider)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Signature of applicant:**

**Date:**

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To be completed by Lead, Employee Wellbeing and Engagement

#### Payroll

<table>
<thead>
<tr>
<th>Submitted to Payroll Date</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Approved form sent to Accounts Payable for payment.**

Maximum reimbursement per fiscal year - $300