**Policy # FCSS-0219.19**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: STAFF WELLNESS INCENTIVE POLICY**

**DEPARTMENT: ALL STAFF**

**EFFECTIVE DATE October 17, 2019**

Rimbey FCSS/RCHHS agency values the physical and psychological wellness of all their

staff and volunteers and wishes to encourage them to pursue health and happiness.

All staff that are meeting the requirements and have obtained a “staff in good standing” status shall be eligible to receive up to $50.00 reimbursement from the agency when they purchase an item and provide an official original receipt that is considered eligible and helps to keep them well.

This is a one-time per year offer and the request must be made in the current calendar year, no later than November 30th to finance department.

Eligible items may include but are not limited to the following: fitness class registration, gym memberships, pool pass, books, classes, runners, shoes, skates, foot care, massage, or other self-care or self-improvement items.

Food, vitamins or supplements are not eligible.

Revised/Reviewed Date: **­­­­­­­­­­­­­­­­­October 17, 2019**

This policy shall be reviewed at the discretion of the Board, but at least annually.

STAFF WELLNESS INCENTIVE APPLICATION

Name: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACH ORIGINAL RECEIPTS.

Amount granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheque #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_