



ADMINISTRATIVE PROCEDURES C-HR13-P1

Employee Health and Wellness Allowance

APPROVALS:

Related Policy:	C- HR13 Employee Benefits	CAO	_____
Prepared By:	Human Resources	General Manager	_____
Effective Date:		Manager	_____
Previous Revision Date:	January 1, 2007 (HR 025)	LAS Review Date:	March 10, 2016
		Function:	Personnel

PURPOSE

To establish the administration of a Health and Wellness Allowance for eligible Parkland County employees. An annual allowance is provided as a means to encourage and support eligible employees to pursue health and wellness activities.

ACTION STEPS

1. Permanent (full-time and part-time) and seasonal employees are eligible for the two hundred (\$200) dollars allowance per calendar year.
2. The allowance year runs from January to December.
3. The allowance is prorated in the year of hire based on completed months of service and payable at the end of December through Payroll.
4. The allowance will be prorated for any Leave of Absence (paid or unpaid) of more than thirty (30) days.
5. The allowance is considered a taxable benefit as defined by Canada Revenue Agency.
6. The corporate fee that Parkland County pays for employees who have TransAlta Tri Leisure Centre Corporate memberships (considered non-taxable by Canada Revenue Agency) will be deducted from the allowance payable to the employee.

RESPONSIBILITY

Human Resources and Payroll are responsible for administering this procedure.