

Corporate Policies & Procedures

Policy:	Wellness Activity Subsidy (WAS)		
Department:	Human Resources	Sub-Department:	Benefits
Original Date:	01.01.2011	Version:	05/01/2023

SCOPE:

The Wellness Activity Subsidy (WAS) Policy applies to all eligible employees of MHM Professional Services, Inc. d/b/a Centurion Health Professionals, Inc. (“Centurion”) and its subsidiaries (collectively, the “Company”).

ELIGIBILITY:

All full-time employees (30+ hours per week) in an **active** eligible status for the three (3) months prior to the reimbursement payout date and the eligible activity must be incurred on, or after, the date of hire or status change date to FT.

EXCLUSIONS:

- Part-time, PRN, Independent Contractors, LOCUMs and terminated employees
- Dependent children or spouses of eligible employees

PURPOSE:

To encourage participation in programs designed to promote overall health and well-being.

POLICY:

Centurion will reimburse an employee 50% of eligible activity expenses, up to \$200 per plan year. The Plan runs from July 1st – June 30th. The deadline for WAS submissions is June 30th. The reimbursement is typically paid out on the 2nd payroll check in July of each plan year. Expenses over the \$200 reimbursement maximum will not be carried over to the next plan year.

ELIGIBLE FOR REIMBURSEMENT:

- Gym, YMCA or other fitness memberships
- Weight management programs (not including food or supplements)
- Wellness activities such as Tai Chi, Tae Kwon Do, Kickboxing, Zumba, Yoga or other fitness programs that are either in-person or conducted virtually

NOT ELIGIBLE FOR REIMBURSEMENT:

- Weight loss equipment
- Specialized meal plans
- Injections or supplements
- Activities for spouses or dependents

PROCEDURE:

Eligible employees **must** submit their WAS reimbursement request and supporting documentation via the program link: **INSERT SMARTSHEET URL** no later than June 30th of the current plan year. Due to the high



volume of participation in the WAS program, we no longer accept faxes or email submissions. Supporting documentation must clearly show the date(s) or period of the eligible activity and proof of payment which includes the payee name, dollar amount paid, method of payment, and the date paid (please mark out any banking or credit card information).

Employees with family memberships must provide documentation of the cost/rate for an individual membership and only submit that dollar amount for reimbursement; the WAS plan excludes reimbursement for dependents.

Reimbursement requests may be denied if documentation is not submitted through the WAS program link, is late (after June 30th), incomplete, illegible, or for expenses outside of the plan year. If multiple submissions are received only the most recent submission will be processed.

If an employee is unable to access the WAS program link or has questions about the policy they may contact Benefits at Benefits@TeamCenturion.com.

Submission of a WAS reimbursement is not a guarantee of payment. This policy is administered by the Benefits Department who is responsible for the review, approval, or denial of all WAS reimbursement requests. This policy may be amended at any time and is subject to change at the discretion of the company.