



Okaloosa County Sheriff's Office
General Order: 36.16
Subject: Physical Fitness Benefit

Revised: 06/17/2014

This General Order consists of the following sections:

- A. Purpose**
- B. Policy**
- C. Procedures**

A. Purpose

The purpose of this General Order is to set forth procedures for seeking reimbursement for expenses resulting from the cost of physical fitness activities. The purpose of this benefit is to encourage our deputies and employees to work towards, and maintain, good physical wellness.

B. Policy

The Okaloosa County Sheriff's Office is dedicated to the wellbeing of its employees ensuring they maintain their personal physical wellness to lessen their chances of injury or sickness and to control agency funded health care costs. Effective July 1, 2011 the Okaloosa County Sheriff's Office will re-instate the "Employee Wellness Benefit" previously offered for physical fitness activities. The agency will reimburse full-time employees and part-time reserve deputies up to \$300 per calendar year. In addition, employees and/or their family members who are insured under the OCSO health coverage and wish to participate in an organized walk/run or other physical endurance race event requiring a registration fee may be reimbursed upon providing proof of completion for the event. This program will be reviewed no later than December 31st of each year to ensure it meets the future fiscal needs and priorities of the agency.

C. Procedures

1. Expenses eligible for this benefit include:

- a. Annual gym memberships.
- b. Annual fitness class memberships.
- c. Monitored weight management programs i.e., Physicians Weight Loss, Weight Watchers, and Metabolic Research.
- d. Personal cardio equipment i.e., treadmills, bicycles including stationary, elliptical machines, Nordic Track, rowing machines, and stair climbers.
- e. Strength equipment i.e., free weights, ankle weights, weight benches, and Bowflex.
- f. Registration fee to participate in race events.
- g. Activity Trackers such as the FitBit, Nike Fuel Band, and Garmin Forerunner.

2. Expenses will be reimbursed up to the \$300 annual limit. Receipts, contracts, and any other requested supporting documentation must be filed with the Sheriff's Office Finance Section prior to reimbursement.

- a. Employees must have been continually employed by the Sheriff's Office for at least six (6) months preceding the claim for which reimbursement is requested, unless approved otherwise by the Sheriff or Undersheriff.

- b. Expense reimbursement is subject to applicable federal taxes.
- c. Part-time reserve deputies must meet the service requirements outlined in [General Order 05.01](#), Section F, in order to qualify for the reimbursement.
- d. Race entry fees are not included in the \$300 annual limit.

3. Reimbursement procedures

a. The employee will provide an itemized receipt or contract for gym membership, weight loss program, cardio equipment, etc. to the Finance Section.

I. Reimbursement for races:

i. Employee/Family member is responsible for their own registration and payment process.

ii. Upon completion of each race, the employee will provide a copy of the registration along with the receipt and proof of completion to the Finance Section for verification.

1. Proof of completion could include a finishing roster or a copy of the bib number from the event.

iii. Each race reimbursement is limited to \$25 per person, per race.

b. The Finance Section will verify the receipts and/or contracts are within the current benefit period. Employees will be contacted if there is a problem with receipts, etc.

I. The receipt provided to the Finance Section should include date of purchase, item purchased, name of business, actual cost, and any other relevant information.

c. The employee must complete a "Request for Wellness Benefit Reimbursement Form" (see [Reimbursement Form](#))

d. Reimbursement requests will be processed through the Payroll Office once a month.

APPROVED: *Larry Ashley /S/*
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SHERIFF, OKALOOSA COUNTY