

Wellness Program

Document ID: HR-BEN-015 **Effective Date:** January 1, 2024 **Last Updated:** February 2024 **Owner:** People Operations **Applies To:** All Full-Time Employees

Overview

NovaTech's wellness program supports your physical, mental, and financial well-being. This document outlines available benefits and how to access them.

Physical Wellness

Fitness Reimbursement

Benefit: Up to **\$100/month** (\$1,200/year) for fitness expenses.

Eligible Expenses: - Gym memberships - Fitness class packages (yoga, pilates, spin, etc.) - Personal training sessions - Sports league fees - Home fitness equipment (up to \$500/year) - Fitness apps and subscriptions

How to Claim: 1. Pay for eligible expense 2. Submit receipt via Ramp 3. Category: "Wellness - Fitness" 4. Reimbursement in next pay cycle

Not Eligible: - Athletic clothing or shoes - Sports equipment beyond home gym - Travel to fitness activities - Food or supplements

Ergonomic Support

Home Office: - \$500 one-time stipend for ergonomic setup - Includes standing desks, ergonomic chairs - Request through IT for additional needs

Medical Needs: - Ergonomic accommodations available - Contact HR for assessment - No cost limit for medical needs

Mental Wellness

Therapy and Counseling

Benefit: Up to **\$3,000/year** for mental health services.

Covered Services: - Individual therapy/counseling - Couples/family therapy - Psychiatry appointments - Group therapy - Online therapy platforms (BetterHelp, Talkspace)

How to Use: - Most covered through health insurance - Submit out-of-pocket costs via Ramp - Category: "Wellness - Mental Health"

Mental Health Days

Benefit: **3 additional days** per year specifically for mental health.

How to Use: - No documentation required - Request like any PTO - Manager does not need reason - Cannot be carried over

Employee Assistance Program (EAP)

Benefit: Free, confidential support for you and household members.

Services: - 24/7 phone support - 6 free counseling sessions per issue - Financial counseling - Legal consultation - Work-life resources (childcare, eldercare) - Crisis support

How to Access: - Phone: 1-800-XXX-XXXX - Website: [EAP Portal] - Available 24/7/365 - Completely confidential

Headspace Subscription

Benefit: Free Headspace Plus for all employees.

Features: - Meditation exercises - Sleep sounds and sleepcasts - Focus music - Mindfulness courses - Move mode (mindful movement)

How to Activate: 1. Go to work.headspace.com/novatech 2. Sign up with work email 3. Download Headspace app 4. Sign in and use

Financial Wellness

Financial Planning

Benefit: Access to financial planning resources.

Services: - 1:1 financial advisor sessions (2 per year free) - Financial planning tools - Retirement planning resources - Student loan guidance

How to Access: - Through EAP - Fidelity (401k provider) resources - Request advisor session via HR

Student Loan Support

Benefit: Resources for student loan management.

Available: - Loan counseling through EAP - Refinancing partner discounts - PSLF guidance for eligible employees

Emergency Fund

Benefit: Access to no-interest emergency loans.

Eligibility: - 1+ year tenure - Unforeseen emergency - Up to \$2,500 - Repaid via payroll over 12 months

How to Request: - Contact HR confidentially - Brief application process - Funds within 1 week

Work-Life Balance

Flexible Work

Options: - Remote-first culture - Flexible hours (role-dependent) - Compressed work weeks (with manager approval)

Boundaries Support

Encouraged Practices: - No emails expected after hours - Meetings within core hours when possible - Right to disconnect - Respect for time zones

Sabbatical

Benefit: 4-week paid sabbatical after 5 years.

Eligibility: - 5 continuous years of service - Good performance standing - Available once per 5-year period

See: Sabbatical Policy (HR-LOA-010)

Wellness Programs

Wellness Challenges

Quarterly challenges with prizes: - Step challenges - Mindfulness minutes - Sleep tracking - Hydration goals

How to Participate: - Join via #wellness Slack channel - Track in wellness app - Prizes for participants and winners

Wellness Webinars

Monthly topics include: - Stress management - Nutrition basics - Sleep optimization - Financial planning - Ergonomics - Mental health awareness

Schedule: Posted in #wellness and calendar

Wellness Resources

Internal: - #wellness Slack channel - Wellness wiki on Notion - Monthly wellness newsletter

External: - Headspace app - EAP resources - Health insurance wellness tools

Preventive Care

Annual Physicals

- Covered 100% by all health plans
- Preventive screenings covered
- Time off for appointments (no PTO needed)

Vaccinations

- Flu shots provided at offices (free)
- Vaccine reimbursement for remote employees
- Time off for vaccination appointments

Health Screenings

Covered preventive screenings: - Annual physical - Cancer screenings (age-appropriate) - Vision and hearing - Dental cleanings

How to Access Benefits Summary

Benefit	Amount	How to Access
Fitness reimbursement	\$100/month	Ramp expense
Mental health	\$3,000/year	Insurance + Ramp
Mental health days	3 days/year	PTO request
EAP	Free	1-800-XXX-XXXX
Headspace	Free	work.headspace.com/novatech
Financial advisor	2 sessions/year	HR or EAP
Emergency loan	Up to \$2,500	Contact HR
Sabbatical	4 weeks at 5 years	HR

Manager Guidelines

Supporting Team Wellness

- Encourage use of wellness benefits
- Model healthy boundaries
- Approve mental health days without question
- Check in on team well-being
- Direct to resources when appropriate

Warning Signs

If you notice signs of struggle: - Performance changes - Increased absences - Mood changes - Mentions of stress

Approach with care: - Private conversation - Express concern, not judgment
- Point to resources (EAP, HR) - Offer flexibility if possible

Privacy

All wellness information is confidential: - EAP usage is never reported to employer - Mental health claims are private - HR does not track who uses benefits
- Managers only see PTO requests, not reasons

Questions

For questions about wellness benefits: - Email: hr@novatech.com - Slack: [#ask-hr](#) - Benefits portal: benefits.novatech.com

Related Documents: Health Insurance Plans (HR-BEN-001), Mental Health Days Policy (HR-LOA-020), EAP Guide (HR-BEN-020)