

# **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

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## **Overview**

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

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## **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

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## **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 (Better-Help, 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](http://work.headspace.com/novatech) 2. Sign up with work email 3. Download Headspace app 4. Sign in and use

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## 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

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## 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)

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## **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

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## **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

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## 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	<a href="http://work.headspace.com/novatech">work.headspace.com/novatech</a>
Financial advisor	2 sessions/year	HR or EAP
Emergency loan	Up to \$2,500	Contact HR
Sabbatical	4 weeks at 5 years	HR

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## 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

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## **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

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## **Questions**

For questions about wellness benefits:

- Email: hr@novatech.com
- Slack: #ask-hr
- Benefits portal: benefits.novatech.com

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