

SA Flexible Communication & Health Fitness Reimbursement Policy

Updated October 1st, 2019

Flexible Communication Overview

SA is offering a flexible communication reimbursement to enable employees to stay connected with management and team members to enhance our virtual office model.

Reimbursement is up to **\$500** of communication related expenses.

Employee Eligibility

A full time employee, employed on or after January 1st, 2019 will be eligible for \$500 communication reimbursement up to \$500 per calendar year. The bill and receipts must have been earned while employed with SA - the last day to obtain this benefit in the respective fiscal year is December 15th to enable timely processing of payment.

Requirements for reimbursement

- All bills and receipts must be in the employee's name.
- Bills must be from the fiscal year in which you are claiming the reimbursement. Ex. a cell phone bill that is from data for December 2016 but paid in January 2017 is eligible only for the 2017 Communication Reimbursement.

The following items are eligible for the communication reimbursement. List may be updated periodically and does not include all items that may be eligible.

- Cell phone
- Internet
- Bluetooth headset
- Mobile hotspot
- Laptops
- Computer supplies

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Health Fitness Overview

SA is offering a monthly health & fitness reimbursement to promote a healthy and active work force. The fitness reimbursement is considered **taxable income** and is subject to FICA, Medicare, federal, state, and local taxes.

Reimbursement is up to **\$500** of fitness related expenses.

Employee Eligibility for 2019

A full time employee, employed on or after January 1st, 2019 will be eligible for a monthly fitness reimbursement up to \$500 per calendar year. Fitness facility membership contracts, bills and receipts must have been earned while employed with SA - the last day to obtain this benefit in the respective fiscal year is December 15th to enable timely processing of payment.

Requirements for reimbursement

- Fitness facility membership contract will be required each year to display annual membership renewals.
- Employees with a family membership must provide documentation of the cost for an individual membership, and will be reimbursed based upon that amount.
- Employee will be reimbursed on a monthly basis, regardless of the type of membership (annual or monthly).
- All bills and receipts must be in the employee's name.
- Bills must be from the fiscal year in which you are claiming the reimbursement.

The following items are eligible for the fitness reimbursement. List may be updated periodically and does not include all items that may be eligible.

- Gym, fitness center/studio, health club, swim & tennis club memberships and fees
- Fitness and nutrition counseling
- Fitness and sports classes/lessons
- Personal trainer sessions
- Weight loss and smoking cessation programs, including memberships
- Yoga, Pilates, and meditation classes

Employees should consult with a physician before beginning a physical regimen.