



# Memorandum

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Tel: 250-368-2226 / Fax: 250-364-2470

To: All Support Staff Employees

Cc: CUPE Local 1285  
District Leadership Team

From: Hayley Colussi, Human Resources Coordinator

Date: November 15, 2024

Re: CUPE Wellness Fund

In revision to the memo dated, October 9, 2024, please find the highlighted sections below, which have been added to provide additional clarity. Effective July 1, 2023, all regular support staff employees are eligible to apply for and receive reimbursement for personal wellness expenses. The reimbursement amount is determined annually on September 30<sup>th</sup> and is based on available funding and the number of regular employees on that date. **The reimbursement amount for the 2024/2025 school year is \$220.26 per person.** The form will accept submissions from October 1, 2024, to June 15, 2025. The relevant Collective Agreement language is copied below:

#### Criteria:

- Employee must have regular status as of September 30, 2024.
- Date of purchase must be on or after July 1, 2024.
- Eligible categories are physical fitness and emotional health.
- Submitted receipts must be for expenses incurred by the employee.
- Only one form can be submitted per school year, but multiple receipts can be attached.

#### How to Access:

- Go to [www.sd20.bc.ca](http://www.sd20.bc.ca).
- Scroll to the bottom of the home page and click on Laserfiche Inbox.
- Select Start Process (top blue ribbon).
- Select the CUPE Wellness Expense Reimbursement form.
- Payment will be processed through payroll.

**CUPE Wellness Form submissions are reviewed on a weekly basis. Once approved, reimbursements will be processed by payroll during the following pay period and reflected on your pay stub.**

If you have any questions regarding the wellness plan, please contact [hcolussi@sd20.bc.ca](mailto:hcolussi@sd20.bc.ca).

If you have any questions regarding the Laserfiche form, please contact [support@helpdesk.sd20.bc.ca](mailto:support@helpdesk.sd20.bc.ca).

RE: Wellness Plan

*The parties recognize there are a wide variety of activities that lead to improved physical fitness and emotional health. Effective July 1, 2023, the parties will create a Wellness Plan whereby eligible employees can submit receipts for expenses related to activities and/or program that lead to improved physical fitness and/or emotional health. Such activities must be action oriented and/or educational and designed to promote healthy lifestyles or behaviours. Should the Employer not agree with an expense submitted, the Employer will consult with the Union.*

*The Wellness Plan annual allocation (July – June) is Fifty Thousand Dollars (\$50,000). An employee's maximum expense reimbursement will be determined by the annual allocation divided by the number of regular employees as of September 30<sup>th</sup>. It is understood by the parties, the employee reimbursement amount may differ each year as the number of regular employees may change.*

*Employees must have regular status as of September 30<sup>th</sup> to be eligible. Employees may only submit their receipts for reimbursement once per year. The submitted receipts must be for expenses incurred for the individual employee.*

*Expense reimbursements received by December 31<sup>st</sup> will be processed in January. Expense reimbursement received by May 31<sup>st</sup> will be processed in July.*

*This LOU is subject to renewal by mutual agreement of the parties during the next round of bargaining.*