



THE HEALTH & WELLNESS INCENTIVE REIMBURSEMENT PILOT PROGRAM:

Frequently Asked Questions

What is the Health & Wellness Incentive Reimbursement Pilot Program?

Binghamton University is on a mission to be the healthiest campus in the country. A healthy campus promotes and encourages a culture where the healthy choice is the easy choice. Offering faculty and staff cost-effective wellness programs that support healthier choices, particularly around physical activity, can significantly improve the health and wellbeing of our campus community.

The Health and Wellness Incentive Reimbursement Pilot Program would allow for eligible faculty and staff fitness members to apply for a reimbursement of a portion of their FitSpace membership fee, after they complete a documented number of exercise sessions.

Who can participate in the pilot program?

The Health and Wellness Incentive Reimbursement Pilot Program is currently open to the following: University benefit-eligible faculty and staff (temporary hourly University employees are not eligible for this pilot program). Binghamton University Dining, Barnes & Noble and Campus Pre-School employees are also eligible for this pilot program. Research Foundation employees are not eligible for this program since they presently have a similar program available.

If you are unsure about your eligibility status for this pilot program, we encourage you to call Sara DeClemente-Hammoud with Human Resources at (607) 777-4939 for clarification BEFORE purchasing your fitness membership.

Are students eligible for the pilot program?

Students are not eligible to participate in the Health & Wellness Incentive Reimbursement Pilot Program. However, domestic students that subscribe to the United Healthcare insurance program offered by Binghamton University are eligible to apply for an Exercise Facility Reimbursement as part of that plan's wellness benefits (section XIV). For more information, visit <https://www.binghamton.edu/health/health-insurance/index.html>

Students who are covered under a parent or guardian insurance plan are encouraged to evaluate medical insurance coverage for potentially similar options.

What memberships are eligible for the program?

Eligible faculty and staff must choose the academic annual membership for \$235. Semester-only memberships are not eligible.

How does the program work?

In order to be eligible for the reimbursement, participants must pay their membership fees in full at the start of the membership period.

Participants must complete a minimum of 38 exercise sessions during the membership period. Sessions will be documented via the membership software at the Rec Center. After a minimum of six months into the membership period, participants may apply for the reimbursement by completing a Reimbursement Request Form. Participants will have 90 days from the last day of the membership cycle to request a reimbursement. Once 90 days have passed, reimbursement requests will be denied due to submission timeframes.

We encourage employees to call Human Resources at (607) 777-4939 for clarification on their eligibility status BEFORE purchasing a fitness membership. Any exercise completed is of benefit to your health; however, we do not want anyone to be disappointed after the fact that they are not eligible for a reimbursement.

What is the reimbursement amount?

You will receive a 50% reimbursement of your paid FitSpace membership fee. For an academic annual membership (9 months), you have the opportunity to be reimbursed \$117.50 from the \$235 paid.



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What other information is required for the reimbursement?

To receive your reimbursement at the end of the reimbursement period, you must complete the required number of exercise sessions at the Recreation Center, and then submit a Reimbursement Request Form. The Campus Recreation Business Office will verify:

- Completed Reimbursement Request Form
- Proof of payment showing your name, dates of service and payment amount
- Printout from the facility showing the required exercise sessions.

Binghamton University Dining, Barnes & Noble and Campus Pre-School employees will also be required to complete a Substitute W-9 Form.

What is the reimbursement amount?

Membership	Fee	Sessions	Reimbursement	Eligibility	It's like paying...
Academic Annual	\$235	At least 38	\$117.50	After 6 months	92¢ per session*

*Calculated under the assumption that the participant exercises three times per week (12x per month) throughout their membership term.

When and in what form should I expect to receive my reimbursement?

Reimbursements will be paid within 30 days after the Campus Recreation Business Office receives all required and completed documentation. If you submit incomplete or invalid documentation, the reimbursement will not be approved and you will receive a notice, within 30 days of receipt, indicating the reason your reimbursement was not approved.

Reimbursements will be paid in the form of a check. Reimbursement checks will be made payable to the paid fitness member and will be mailed to the address on your fitness membership registration form. University employees with direct deposit paychecks may receive their reimbursement through direct deposit into the same account.

Please note: any reimbursed amount may be considered income and subject to state and federal taxes.

What happens if I complete my fitness facility visits earlier than six months?

Depending on exercise habits, you may complete the required number of exercise sessions before the six month minimum. However, reimbursements will not be processed until the six-month period has passed, even if required number of exercise sessions are completed sooner.

Who do I contact with questions about the program?

For questions about the Health & Wellness Incentive Reimbursement Pilot Program or the status of a reimbursement request please call Liz Rurey, Recreation Business Operations, at (607) 777-6372 or email ejrurey@binghamton.edu.

Specific eligibility questions should be directed to Sara DeClemente-Hammoud, Human Resources, at (607) 777-4939 or email declemen@binghamton.edu.