

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Healthcare Reimbursement Program **Issue Date:** 9-24-2015
POLICY NUMBER: 2151 **Revised:**

- 2151.1** Employees of the Authority are encouraged to comply with the Affordable Healthcare Act.
- 2151.2** The Authority will reimburse regular full-time employees for healthcare costs on the following criteria:
- 2151.2.1** A full-time employee is defined as an employee who is not hired as a limited term, part-time, or contract employee and who is authorized by the Executive Director to work a minimum of 32 hours per week on a regular basis.
 - 2151.2.2** Reimbursable healthcare may include doctor, dental, hospitalization, prescriptions, and vision care costs.
 - 2151.2.3** No refund will be made for part-time employees, contract employees, or for dependents of full-time employees.
 - 2151.3.4** The maximum amount of reimbursement that will be paid to an employee is limited to \$600 per month. The maximum reimbursable amount is not cumulative.
- 2151.3** To be eligible for reimbursement of healthcare costs, the employee must be the primary person listed on the healthcare policy. Requests for reimbursement must be submitted in writing with evidence of payment provided. Employer paid portions of healthcare are not reimbursable. Coverage from parental or spousal employer insurance is not eligible for reimbursement.
- 2151.4** Upon payment of medical costs, policy premiums, the employee is responsible for sending copies of policy payments and expense receipt(s) to the Executive Director, or designated person.
- 2151.5** Reimbursements are considered compensation and are subject to applicable federal, state, and other payroll taxes.
- 2151.6** Payroll reimbursement payments will be made on the first pay period of each month following receipt of required documentation.