

Wells Branch Community Library District Health Reimbursement Plan 2022

In order to help pay health care expenses, Wells Branch Community Library has set up \$500 Health Care Reimbursement Accounts for each eligible part-time and full-time employee for personal medical expenses. In addition to these monies, every employee and trustee will receive reimbursement for vaccination requested by the Director. These funds may not be renewed in future plan years and will not rollover into future years.

Plan Year: January 1, 2022-December 31, 2022

Eligibility

All part-time and full-time employees become eligible to access the \$500 upon their one-year anniversary with the Library. However, health care expenses will only be reimbursed for those expenses incurred on or after the employee's one-year anniversary.

Qualifying Medical Expenses

Please see Appendix A for Qualifying Medical Expenses.

Injection or Vaccination Reimbursement

From time to time the Director may make a request in writing to employees and trustees to obtain an injection or vaccination. Each employee is eligible to receive reimbursement for the actual cost of the injection or vaccination. Unless required by local, state, or federal law injections or vaccinations will never be mandatory.

Reimbursement Process

Receipts for qualifying medical expenses must be submitted within 45 days of service or purchase to the Library Director in a sealed envelope. Receipts should be submitted on the proper reimbursement form and contain the date of service or purchase. No reimbursements will be given if the employee does not follow this procedure.

Separation of Employment

Employee access to Health Reimbursement Accounts and Injection or Vaccination Reimbursement terminates upon separation of employment, except that former employees may submit qualifying medical expenses incurred while an employee according to the reimbursement process.

**unless otherwise required by the IRS*

Appendix A: Qualifying Medical Expenses

- Acupuncture
- Alcoholism treatment
- Ambulance
- Artificial limbs/teeth
- Chiropractors
- Christian Science practitioner's fees
- Contact lenses prescribed by a medical practitioner
- Deductibles
- Dental fees
- Dentures
- Diagnostic fees
- Dietary supplements prescribed by a medical practitioner
- Drug and medical supplies (i.e. syringes, needles, etc.)
- Eyeglasses prescribed by a medical practitioner
- Eye examination fees
- Eye surgery (cataracts, LASIK, etc.)
- Hearing devices and batteries
- Hospital bills
- Insulin
- Laboratory fees
- Laser eye surgery
- Obstetrical expenses
- Oral surgery
- Orthodontic fees
- Orthopedic devices
- Over the counter drugs or vitamins prescribed by a medical practitioner
- Oxygen
- Physician fees
- Prescribed medicines
- Psychiatric care
- Psychologist's fees
- Routine physicals and other non-diagnostic services or treatments
- Smoking-cessation programs
- Surgical fees
- Weight-loss programs with doctor's letter of medical necessity
- Weight-loss over-the-counter drugs with doctor's letter of medical necessity
- X-rays