

# **Cedarville University Work-Life Assistance (WLA) Program**

Approved by the Administrative Council

Effective January 1, 2004

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The purpose of the Work-Life Assistance (WLA) Program is to provide support and help in resolving individual personal and family problems, University workplace dilemmas, and to encourage and promote healthier lifestyle choices. WLA enhances the maintenance of a healthy and productive workforce for Cedarville University faculty, staff, spouses, and dependents by providing limited financial assistance for confidential and professional personal and family counseling services; access to various health and fitness resources; and the development of educational services related to financial and retirement planning.

The WLA program is managed by the human resources department of Cedarville University and currently includes the following elements

## **I. Cedarville University Health and Fitness Initiatives**

The mission of the Health and Fitness Initiatives is to enrich the learning experience and instill a lifetime appreciation of and involvement in wellness and recreational sports and activities. This mission may be accomplished by providing quality recreational facilities and programming to help enhance the physical, social, mental, and spiritual life of each student, faculty, and staff member.

All staff, faculty, and family members are encouraged to participate in the wide range of opportunities available to enhance their physical, social, mental, and spiritual well being.

### **Recreation Activities Program**

- The goal is to provide quality programming designed to enhance the physical, social, mental, and spiritual life of each student, faculty, and staff member.

<http://www.cedarville.edu/dept/cao/ra/ra-home.htm>

- Recreational Activities/ Group Exercise/ Martial Arts Classes

<http://www.cedarville.edu/departments/cao/ra/information/activitylist.cfm>

### **The Fitness/Recreation Center**

The purpose of the Fitness/Recreation Center is to provide expanded space for academic programs in the department of exercise and sport science, more adequate opportunities for our students' intramural programs, increase the options for recreation, and provide a modern and well-equipped Fitness Center which is available to faculty, staff, and students. For additional information regarding the availability of the Fitness Center you may e-mail Mark Mathews at

[markmathews@cedarville.edu](mailto:markmathews@cedarville.edu)

Further information regarding this facility may be accessed at

<http://www.cedarville.edu/dept/pr/fitrec/info.htm>

## **Wellness Center, Dr. Sandy Shortt, Coordinator of the Wellness Center**

The purpose of the Wellness Center, sponsored by the department of nursing, is to create and encourage access to a variety of educational/wellness programming and health initiatives within a supportive Christian environment that facilitates changes in health behavior. This includes but not limited to health screenings for cholesterol and blood pressure, weight management groups, the annual activity challenge, and miscellaneous health and wellness related seminars. It is the goal of the Wellness Center to inform faculty, staff, and family members about health topics and to encourage faculty, staff, and family members to live healthy lifestyles.

You may contact Sandy for more information about current programming at [shortts@cedarville.edu](mailto:shortts@cedarville.edu)

## **II. Financial and Retirement Planning Seminars**

We currently use a number of vendors to provide these services, including TIAA-CREF. Several of these seminars are scheduled throughout the academic year. TIAA-CREF also provides individual counseling sessions by appointment. For additional information on the scheduling of these educational/planning seminars or individual counseling sessions, please contact Cindy Fisher, employment services assistant, at [fisherc@cedarville.edu](mailto:fisherc@cedarville.edu)

An explanation of our current retirement plan and links to the various approved vendors available for the "matching program," may be accessed at <http://www.cedarville.edu/dept/hr/pension.htm>

## **III. Counseling Services Supplemental Reimbursement Assistance Program (CSR)**

CSR is designed to encourage full-time faculty and staff, and their dependents, to use a counselor to assist in resolving problems that may be affecting their ability to function optimally at work or at home. This reimbursement is available to all full-time faculty and staff, and their dependents, even if they are not part of the University health insurance plan. To be eligible for reimbursement, services must be provided by a licensed mental health professional.

The Cedarville University Counseling Services are available to assist faculty and staff by providing referrals. They may be contacted by accessing <http://www.cedarville.edu/departments/counsel/contact.htm>

### **Counseling Services Supplemental Reimbursement (CSR) Program Guidelines:**

1. Supplemental reimbursements will not exceed \$300 per eligible individual per calendar year. This reimbursement is available to all full-time faculty and staff, and their dependents, based on the calendar year (**JANUARY 1 THROUGH DECEMBER 31**), even if they are not part of the University health insurance plan. **Receipts for services rendered must be submitted to the human resources department before December 31 of the same calendar year in order to be eligible for reimbursement** (see Guideline 9).

2. To obtain a supplemental reimbursement, the mental health/counseling services must be provided by a licensed mental health provider. At the discretion of human resources, proof of licensure may be requested.
3. All contacts, questions, and communication regarding CSR will be handled by the human resources department. Regular communications will be sent via e-mail, reminding and educating faculty and staff about this available resource.
4. All mental health care and counseling related costs must be processed through any available health care insurance before submitting a formal request for supplemental reimbursement.
5. All requests for this supplemental reimbursement will require an original paid receipt or an original health insurance “explanation of benefits summary” form (EOB).
6. This original documentation must be attached to the completed reimbursement request form available at  
<http://www.cedarville.edu/dept/hr/forms.htm>
7. The CSR program is administered by the human resources department with attention given to confidentiality and meeting the legal requirements of HIPPA.
8. To comply with HIPPA regulations, all requests for supplemental reimbursements, along with all the original supporting documentation, will be kept in the confidential personnel medical files located in the human resources department.
9. Requisitions for reimbursement will be processed at the end of each month. Accounts payable requisitions for the supplemental reimbursement payment will merely show the person's name and requested amount for reimbursement and the following statement: "Paid Receipt on file in the human resources department."

# Request for Supplemental Reimbursement for Mental Health Care Services

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**Instructions:** Please complete all sections of the following form. Attach the **original** paid receipt(s) or the insurance provider's explanation of benefits (EOB). Keep in mind, we cannot use canceled checks or copies of receipts as proof of payment. Once this form is completed, please submit it, including all **original** documentation, to the human resources department for processing and record keeping. Supplemental reimbursements will not exceed \$300 per eligible individual **per calendar year**. This reimbursement is available to all full-time faculty and staff, and their dependents, based on the calendar year (**JANUARY 1 THROUGH DECEMBER 31**), even if they are not part of the University health insurance plan. **Receipts for services rendered must be submitted to the human resources department before December 31 of the same calendar year in order to be eligible for reimbursement.** Requisitions for reimbursement will be processed at the end of each month. For complete details regarding the Supplemental Reimbursement Guidelines, please refer to:

[http://www.cedarville.edu/dept/hr/work\\_life](http://www.cedarville.edu/dept/hr/work_life)

*Thank you*

Name of faculty or staff member: \_\_\_\_\_

Name of individual for which services were rendered, if different from above: \_\_\_\_\_

Date(s) of service: \_\_\_\_\_

Total amount of supplemental reimbursement requested: \$ \_\_\_\_\_

Please **print** your full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of request: \_\_\_\_\_

*Please do not write below—for office use only*

## *Human Resources Department Use Only:*

Date received: \_\_\_\_\_ Initials of human resources staff receiving the form: \_\_\_\_\_

Date reviewed: \_\_\_\_\_ Initials of human resources staff reviewing the form: \_\_\_\_\_

**Action taken:** \_\_\_\_\_ *approved* \_\_\_\_\_ *denied* \_\_\_\_\_ *pending*

*If denied or pending, please explain reasons and next steps:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*If approved, date requisition processed:* \_\_\_\_\_

*Initials of human resources staff processing the requisition:* \_\_\_\_\_