



**OFFICE OF THE TOWN ADMINISTRATOR**

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**MEMORANDUM**

TO: Town Employees; Personnel Policies

FROM: Tanya Stepasiuk, Assistant Town Administrator/HR Coordinator

SUBJ.: Employee Health Coverage Reimbursements

DATE: July 2, 2019

The Town provides the following benefit to benefits-eligible employees who are enrolled in the Town's health plan:

The Town will reimburse employees who are hospitalized at the rate of \$200 per admittance upon the submission of a dated receipt showing payment of the deductible through a Health Reimbursement Account (HRA).