

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Benefits

Number: IV-11

SUBJECT: Smoking Cessation Program

Effective Date: 02-01-08

Revision Date:

Loyola believes in the importance of maintaining a healthy lifestyle in order to achieve the benefits of a better quality of life. Loyola offers its employees the opportunity to participate in a Smoking Cessation Program in order to qualify for a health insurance premium ("discount"). The discount received can be as high as \$360.00 per plan year.

The Smoking Cessation Program is being offered in accordance with the interim rules of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) nondiscrimination provisions. The intent of the program is to provide an alternative standard for those employees who are unable to receive the "non-smoker discount" due to a medical condition.

Program Description

An employee who currently smokes and wishes to receive the discount must attend an approved offsite program. The approved facility Loyola has selected is the Sentara Tobacco Cessation Program. Participation at another facility must be approved in advance from the Human Resources Department.

The Sentara program is a 4 week program and is free of charge. The employee will be eligible for the insurance discount the week they begin the program and will continue to receive the discount for the rest of the plan year as long as the program is completed. The insurance discount will discontinue if the program is not completed.

Should the employee obtain approval to join another cessation program with costs associated, the employee will be reimbursed for the program fee after completion up to a maximum of \$150.00 per calendar year. The employee will not be reimbursed for the program fee if he/she withdraws from the program prior to completion, resigns employment, or is terminated from employment before receiving the Certificate of Completion.

Procedure

The employee must contact the Human Resources Department for approval prior to beginning the program. The procedure is as follows:

- A. The employee obtains approval to enroll in the Smoking Cessation Program.
- B. The employee enrolls in the Smoking Cessation Program.
- C. The employee pays the initial program fees, if applicable.
- D. Employee completes the program and receives a Certificate of Completion.
- E. The employee sends the Human Resources Department a copy of the Certificate of Completion.
- F. The employee submits the Smoking Cessation Reimbursement Request Form to the Human Resources Department along with the Certificate of Completion and the original receipt for the cost of the program, if applicable.