

OVERVIEW

Employee well-being is an important part of our organization's culture. Campuses will receive their budget for employee well-being in support of annual Trilogy-wide well-being challenges.

This SOP provides guidance on how to utilize these funds.

SOP DETAILS

1. Campuses will each receive \$500 per calendar year upon successful completion of 60% of eligible employees' completion of biometric screenings.
2. These funds should be used for incentives for TrilogyFIT Well-Being Challenges.
3. Funds should be allocated according to the following:

| Program | Suggested Incentive Ideas | Amount |
|-------------------------------------|---|--------|
| Q1 Challenge: Weight Loss Challenge | 5 Winners @ \$20 each | \$100 |
| Q2 Challenge Virtual T200 | 3 Winners @ \$33 each Bike Jersey | \$100 |
| Q3 Challenge: Step Challenge | 4 Winners @ \$25 each TrilogyFIT Gear/Wine Thermos | \$100 |
| Q4 Challenge Healthy Habits | 2 Winners, \$50 each 60 Min. Massage | \$100 |
| Ambassador Incentive (up to 6 each) | TrilogyFIT Sport Hat \$15 each | \$100 |

4. Campuses may use their own discretion in selecting incentives for each challenge. These incentives should follow the allocations listed above and should consider the type of challenge and the unique needs of campus employees pertaining to well-being.
5. Ambassador Incentives are non-negotiable and should be purchased twice per year for employees serving six months or longer at the time of ordering. Only one incentive item per employee per year will be approved.
6. Well-Being Ambassador Committee should recommend challenge incentives to Executive Director for approval.
7. Campuses may choose the vendors that provide incentives. Campuses may consult with TrilogyFIT program for vendor recommendation.

8. Items should be purchase using campus purchase credit card. When reconciling purchases, use GL Accounting Code C57-60419.
9. All annual funds must be spent by December 15.
10. For additional information on this SOP, contact TrilogyFIT Health & Wellness Program Manager at trilogyfit@trilogyhs.com.

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| Procedure Name: | TrilogyFIT Employee Wellness Budget | Effective Date: | 01/01/2021 |
| Review Date: | 12/28/2020 | Revised Date: | |
| Procedure Approved: | SVP & CHRIO | Approval Date: | 12/30/2020 |
| Procedure Approved: | | Approval Date: | |
| Next Review Date: | 12/01/2021 | | |

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|---------------------------|---|
| Forms: | N/A |
| Key Words: | TrilogyFIT, wellness, well-being |
| Short Description: | Employee well-being is an important part of our organization's culture. Campuses will receive their budget for employee well-being in support of annual Trilogy-wide well-being challenges. |