

INCENTIVE ELIGIBILITY & APPLICATION PROCESS

Application Opens: Applications will open on April 1, 2025.

Deadline to Sign up: There is no deadline to sign-up. Rolling applications are open until all spots are filled on a first come, first serve basis.

Description: Employee Wellness is providing discounted gym memberships for its employees. To receive this incentive, you must adhere to the eligibility requirements, as listed below. The contribution offered through Employee Wellness will remain in effect for one calendar year, after which you must submit a renewed application to remain eligible in the program. The purpose of providing this benefit is to encourage increased physical activity and achievement of positive physical and mental health outcomes. Please review the following for more information about eligibility requirements and the application process.

Eligibility Requirements:

- 1. Must follow the Employee Wellness page on Viva Engage (link is listed below).**

<https://engage.cloud.microsoft/main/org/lakemary.org/groups/eyJfdHlwZSI6Ikdyb3VwliwiaWQiOiIyMTk1MDU4Njg4MDAifQ>

- 2. Must complete, sign, and submit the “Biometric Screening Form” *and* the “Wellness Program Agreements Form” to Employee Wellness.**

Each of these documents can be found under “Other Resources” on the Employee Wellness webpage (<https://lakemary.org/employee-wellness/>). Once completed, the forms need to be faxed to (913) 359-5424 or emailed to grace.davis@lakemary.org.

**If you have already been seen for your annual exam on or after April 1, 2024, please see instructions below on how to complete your biometric form for submission.*

- 3. Must apply for and attend an initial health coaching session, regularly engaging in its services by attending quarterly follow-up appointments and providing self-reported biometric measurements.**

To apply for health coaching, schedule an appointment at the following link (<https://outlook.office365.com/book/HealthCoaching@lakemary.org/>). Employee Wellness will reach out with the application form which will include a section to be completed for those who are interested in earning the incentive, as described above.

Instructions for Application:

To apply for the incentive, you will need to complete each of the eligibility requirements listed above. Requirements #1 and #2 must be completed before requirement #3 (applying for the initial health coaching session).

Submitting your Biometric Screening Form:

If you have already been seen for your annual exam on or after April 1, 2024:

1. Send the “Biometric Screening Form 2024” to your physician for completion of “Section 2” and for signature verification that you have been seen within the last year.
2. Attend the biometric screening event and provide proof of your annual exam attendance on or after April 1, 2024. *See “Important Notes” below for more information about the biometric screening event.

If you have not been seen for your annual exam on or after April 1, 2024:

1. Schedule an annual exam with your provider and take the “Biometric Screening Form 2025” to your appointment for completion of “Section 2” and for signature verification that you have been seen for your annual exam.
***Forgo standard lab testing at your annual exam by attending the biometric screening event and taking the biometric results/blood testing to your appointment to review with your doctor. This saves you the hassle of scheduling an appointment/waiting in line at a lab.*
2. Attend the biometric screening event and provide proof of your annual exam attendance. *See “Important Notes” below for more information about the biometric screening event.

Applying to Health Coaching:

Schedule your appointment at the link listed above. Once you’ve scheduled your appointment, you will receive an email from Employee Wellness which contains the intake form for health coaching *and* a section to fill out for the incentive application. During your appointment with the health coach, you will discuss and make plans for your health-related goals and will have the opportunity to sign up for your preferred gym membership.

Instructions to Remain Eligible:

To remain eligible for the incentive throughout the year, you must attend a health coaching session once every three months (once per quarter). Follow-up health coaching appointments are brief and can last anywhere from 10-30 minutes, depending on your desired level of engagement. In preparation for this appointment, you must supply the following biometric measurements: current weight, waist circumference, and blood pressure. Follow-up health coaching appointments will be scheduled with the health coach during your initial session.

Instructions for Renewing your Application:

If the eligibility requirements are fulfilled according to the terms described, the incentive will remain active for one calendar year from the date the employee enrolls for their gym membership. After a year, the employee will need to submit a newly completed biometric screening form and wellness program

agreement form. In addition, the employee will need to schedule another “initial” health coaching session to discuss plans for renewal.

Violating Terms of Participation:

If you fail to attend your appointment within the three months allotted, you will receive a notification from employee wellness with a one-month grace period to make up the appointment. If you exceed four months without being seen for your health coaching session, you will be removed from the program and will be required to repay the portion supplied as incentive by Employee Wellness.

Accommodations:

If you are unable to participate in any of the health-related activities required to earn an incentive, you may be entitled to reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Employee Wellness at (913) 359-5424 or grace.davis@lakemary.org.

Important Notes:

*Employee Wellness is hosting a biometric screening event in late March, which provides you with the convenient opportunity to fulfill one of three requirements for the incentive described above. To find out more about this event and other employee wellness resources, visit- <https://lakemary.org/employee-wellness/>.

*The list of participating gyms, including the estimated out of pocket costs, is included on the Employee Wellness webpage.

If you have any questions or concerns, please reach out to Employee Wellness at grace.davis@lakemary.org or call (913) 359-5424.