



EFIP Guidelines & Acknowledgement Form

In order to qualify for the Employee Fitness Incentive Program the following criteria must be met:

1. The Incentive Program applies only to St. Luke's University Health Network employees. Employees must be members of the St. Luke's Health and Fitness Centers and may work out at either Commerce Way, Anderson, West End or Warren Campus Fitness Centers, OR an approved affiliated fitness location.
2. The employee must attain a minimum of 96 visits in the 12-month period to qualify for reimbursement. Only visits during this time frame will be counted and applied to the EFIP. If participating at an approved affiliated fitness location, proof of payment and attendance records must be provided at the end of the 12 months period.
3. The EFIP will run for a consecutive 12-month period. For current Fitness Center employee members, this period will begin on October 1, 2012. **Note:** The EFIP Guidelines & Acknowledgement Form must be signed for the Incentive Program to take effect. Current members must sign the Acknowledgement Form for visit tracking to start.
4. The EFIP effective date will be the 1st of the month following the month of enrollment (ex: Join October 20th, EFIP effective date will be November 1st). **Note:** The EFIP Guidelines & Acknowledgement Form must be signed at time of enrollment.
5. For employees who terminate their membership, and later rejoin the Fitness Centers, their EFIP effective date will be the 1st of the month following the date they rejoin.
6. For eligibility, employees must use their membership key tags when entering the Fitness Center in order to document attendance in the membership tracking system. Employees using an approved affiliated fitness location must follow the designated attendance tracking method at their site.
7. Employees must be employed by SLUHN at the end of their 12-month period in order to qualify for the reimbursement. Terminated employees will not receive a reimbursement.
8. The reimbursement will apply to active employees reaching 96 visits, regardless of their form of payment (Payroll deduction, automatic bank draft withdrawal, or paid in full).
9. Active employees who attain the minimum of 96 visits, and whose membership fees are up to date in payment, will receive a reimbursement in the amount of \$150.00. The first reimbursements will be processed in October of 2013, then every month thereafter.
10. Once the above criteria are met, qualified employees will receive the \$150.00 reimbursement (tax free) as a refund amount in their payroll check. The \$150.00 amount will be captured as a separate line item in the check.
11. The EFIP applies only to "Network employees" (i.e. those who receive a payroll check from St. Luke's). It does not apply to spouses, household dependents, or Network volunteers.
12. Employees will sign the EFIP Guidelines & Acknowledgement Form in order to participate in the EFIP. EFIP Guidelines & Acknowledgement Forms for current Fitness Center members will be available starting September 10, 2012. New employee members will receive the Acknowledgement Form when they join the Fitness Center.

I, _____, (print name) fully understand the guidelines and eligibility standards as set forth within the Employee Fitness Incentive Program (EFIP).

(Employee Signature)

(Date)

(Entity)