

APPRECIATE GREAT EMPLOYEE ENGAGEMENT PROGRAM

FAQ

We are thrilled to announce the launch of Appreciate Great 2024. On January 2, 2024, our online portal will be open for applications. We look forward to seeing your departments receive well-deserved recognition for the work they do to provide and support care for our patients. This is a wonderful way to treat each other to a fun experience, recognizing the unique contributions we all bring to the UPMC experience.

What is the application period?

All departments throughout UPMC Central Pa. are eligible to apply for Appreciate Great funding starting 1/2/2024 through 3/30/2024.

What types of projects are eligible for funding?

We will fund employee engagement experiences that meet our funding guidelines and are geared to individual department site level recognition. Requests should not be submitted by the VP, etc. for the entire service line or department but from department managers or others who are taking responsibility for their department's project.

What are the funding guidelines for Appreciate Great 2024?

We will provide funding in the amount of \$25.00 for each employee in the department. If an Appreciate Great experience costs more than this amount, additional expenses must be covered either by the department cost center or employees. Please keep in mind that total costs per department includes shipping, handling and gratuity.

What items are not eligible for funding?

- We cannot reimburse departments for the purchase of gift cards, lottery tickets, e-vouchers of any kind per IRS policies.
- We will not fund campus-wide projects. Please reach out to your employee experience representative regarding projects that benefit multiple departments.
- Apparel from anywhere other than the UPMC store will not be approved.
- Service award events will not be funded. Please reach out to your designated employee experience representative for assistance.

What is the deadline for expense submission?

Expenses should be submitted by December 1, 2024.

How do I submit and reconcile my expenses for Appreciate Great projects?

Expenses should be charged to a TBE card. If this is not possible, a personal card may be used, but it is preferred that an invoice and W9 be requested or submitted to ePro. A detailed expense management document will accompany the funding confirmation. Any questions should be directed to Jodi Mattern at matternjm@upmc.edu.

We would like others to know about our team recognition. Who should we contact:

We encourage you to share your team's recognition far and wide. You can also share photos, project descriptions, video with our marketing specialist, Stephanie Benamor, benamors@upmc.edu who will post your photos and videos to our UPMC Pinnacle Foundation Facebook page as well as Yammer.

Can you share some examples of Appreciate Great experiences that were a big hit with other teams?

Department teams did a wide variety of activities:

- Axe throwing
- Paint night
- Baking parties
- Monthly or quarterly events
- Picnics
- Group dinners
- Appreciation luncheons for all staff
- Bowling parties