

Financial Wellbeing Toolkit



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Understanding Financial Wellbeing: What It Is and Why It Matters



Financial well-being is more than just having money—it's about feeling secure and in control of your finances. It means having the freedom to make choices that enhance your quality of life without constant financial stress. Achieving financial well-being involves managing money effectively, preparing for the unexpected, and maintaining financial resilience.

Key Characteristics of Financial Well-Being

Financial well-being is built on several essential pillars:

- **Control** – The ability to manage daily and monthly finances effectively.
- **Security** – Confidence in handling financial shocks, such as emergencies or unexpected expenses.
- **Freedom** – The ability to make financial choices that improve your overall quality of life.

- **Resilience** – The capacity to adapt and make the most of financial opportunities while preparing for uncertainties.

Signs of Financial Well-Being

How can you tell if you're financially well?

Here are some indicators:

- Sticking to a budget and managing expenses responsibly
- Living within your means and avoiding excessive debt
- Maintaining a good credit score
- Having savings, investments, or a retirement fund
- Progressing toward long-term financial goals

Factors That Influence Financial Well-Being

Several factors impact financial well-being, including:

- Income and expenses – Balancing earnings with spending habits
- Credit history and score – Responsible credit use and debt management
- Cost of living – Housing, healthcare, and other essential expenses
- Unexpected expenses – Emergencies, medical bills, or job loss
- Social and economic environment – Access to financial resources and support systems

The Benefits of Financial Well-Being

Prioritizing financial well-being can lead to numerous advantages, including:

1. ☒ Better mental and physical health – Reduced stress and improved overall well-being
2. ☒ Stronger relationships – Less financial strain in personal and family life
3. ☒ Enhanced work and academic performance – Greater focus and productivity
4. ☒ A secure financial future – Long-term stability and peace of mind

Financial well-being isn't just about numbers—it's about achieving financial security, confidence, and peace of mind. By taking proactive steps to manage money wisely, individuals can build a more stable and fulfilling future.

Sources: Consumer Financial Protection Bureau, Beyond Blue, and Money & Pensions Service



Resources

- [CFPB Financial Wellbeing Resources](#)
- [Financial Literacy Resource Directory](#)
- [GreenPath Financial Wellness Resources](#)
- [Voya Financial Wellness Library](#)
- [NDI Financial Wellness Tools](#)



The Business Case for Employee Financial Wellbeing: Why It Matters and How to Implement It



The Hidden Cost of Financial Stress in the Workplace

Financial stress is a silent productivity killer, costing businesses billions each year. When employees are worried about their personal finances, it doesn't just affect them—it impacts their work performance, engagement, and overall well-being. According to a survey by John Hancock Retirement, 72% of workers worry about their personal finances while at work, and 40% report that financial stress has affected their job performance.

This financial strain can lead to increased absenteeism, higher healthcare costs, and decreased productivity—all of which take a toll on an organization's bottom line. By prioritizing financial wellness, companies can create a healthier, more engaged workforce while also improving business outcomes.

Why Financial Wellbeing Programs Matter

The best financial wellbeing tools go beyond simple budgeting apps. Employees need personalized guidance, actionable steps, and a clear roadmap to financial stability. When organizations invest in robust financial wellness programs, they empower their teams with knowledge and tools to reduce stress, improve financial decision-making, and enhance overall job satisfaction.

A well-structured financial wellbeing program isn't just about helping employees—it's about strengthening the company as a whole. Businesses that support their employees' financial health see improved retention rates, reduced turnover costs, and a more engaged workforce.



Steps to Implementing a Financial Wellbeing Program

If your organization is ready to implement a financial wellbeing program, the Financial Health Network suggests a structured approach to designing an effective strategy:

1. Diagnose Needs

Start by understanding the unique financial challenges your employees face. Use surveys, focus groups, or one-on-one discussions to gather insights. To ensure psychological safety and gather more accurate data, offer anonymity in your data collection. Key questions to ask include:

- What are your biggest financial stressors or concerns?
- What types of financial education or resources would be most helpful to you?
- How confident do you feel in managing your finances?
- Do you feel you will have an adequate amount saved for retirement?
- Do you feel that financial stress is affecting your job, health, or relationships?



A sample Employee Financial Wellness Survey can be found toward the end of this toolkit to further help you build one best fit for your employees and organization.

2. Identify Solutions

Once you have gathered insights and have a clear understanding of employee needs, evaluate financial wellness companies that provide comprehensive support, including budgeting tools, debt management assistance, financial education, and personalized coaching.



Ensure the partner you choose and their digital platform seamlessly integrate with your existing benefits and offer strong security measures to protect employees' sensitive data.



3. Design for Engagement

To maximize participation, financial wellbeing programs should be **accessible, user-friendly, and relevant** to employees' needs. Effective strategies to drive engagement include:

- **Hosting interactive sessions** – Offer lunch-and-learn events or workshops on financial topics that matter to your workforce. Increase accessibility by allowing employees to attend during paid work hours.
- **Consistent communication** – Financial needs evolve, so keep resources top of mind with regular updates. Use a mix of communication channels, including email, text, intranet, printed fliers (think bulletin boards and bathroom stall doors), and even mailed materials.
- **Leadership involvement** – Encourage company leaders to model healthy financial behaviors and create a culture of open, supportive conversations about financial wellbeing.

By making financial wellness engaging and approachable, you empower employees to take charge of their financial futures.



4. Measure Impact

To ensure long-term success, track participation, employee feedback, and overall financial health improvements. Use this data to refine and enhance the program, making adjustments as needed to better support employees.



A Win-Win for Employees and Employers

Investing in employee financial wellness isn't just a compassionate decision—it's a smart business strategy. By reducing financial stress, organizations can foster a more engaged, productive workforce while also enhancing overall company performance. When employees feel financially secure, they bring their best selves to work, creating a thriving workplace for everyone.

Ready to take action? Start today by assessing your employees' needs and building a financial wellness program that sets your team—and your business—up for long-term success.

RESOURCES

- [CFPB Resources for Employers](#)
- [Financial Health Network](#)
- [Enrich Checklist for Employers](#)

Financial Wellbeing in the Metro

Financial Wellbeing Matters



A total of 24.3% (compared to 18.7 % in 2021) of Metro Area residents said they do not have cash on hand to cover a \$400 emergency expense.



Financial Wellbeing Matters



A total of 32.5% (compared to 23.9 % in 2021) of Metro Area residents report they worry or stress about having enough money to pay their rent or mortgage in the past year.



Financial Wellbeing Matters



9.7% of the Metro Area total population lives below the federal poverty level.



Financial Wellbeing Matters



11.6% of children ages 0-17 in the Metro Area lives below the federal poverty level.

That is an estimated 25,791 children.



Managing Expenses in a Time of Rising Costs



With the cost of living increasing at an alarming rate, managing monthly expenses can feel overwhelming. Many people are forced to make difficult decisions about which bills to pay first. While there's no magic fix, strategic financial planning and smart budgeting can help you regain control and prioritize your expenses with confidence.

Step 1: Understand Your Financial Situation

Before prioritizing your expenses, get a clear picture of your finances by tracking:

- ✓ Income – List all sources of income, including wages, benefits, or side earnings.
- ✓ Fixed Expenses – These are necessary, recurring costs like rent, utilities, insurance, and debt payments.
- ✓ Variable Expenses – These fluctuate month to month, such as groceries, gas, and phone bills.

✓ Discretionary Spending – Non-essential expenses like dining out, streaming subscriptions, and hobbies.

Use a spreadsheet, budgeting app, or financial journal to track your income and expenses weekly or monthly.

Step 2: Categorize and Prioritize Your Expenses

One effective way to prioritize your expenses is by ranking them in order of necessity. You can use The ABC Method:

- A (Essential Expenses): Must be paid to meet basic needs (housing, utilities, food, transportation).
- B (Important Expenses): Help maintain work, education, or financial security (internet, phone, debt payments).
- C (Non-Essential Expenses): Nice to have but not required (entertainment, gym memberships, travel).



Or, rank expenses on a scale of 1 to 10, where 1 is the most critical and 10 is least important.

Step 3: Prioritize Your Bills

If you're unable to pay all your bills at once, consider this order of payment:

1 Basic Necessities (Survival Needs)

- **Housing (Rent/Mortgage)** – Avoid eviction or foreclosure. Contact your landlord or lender if struggling to pay.
- **Utilities (Electric, Water, Gas)** – Keep essential services running. Inquire about budget billing or assistance programs.
- **Food and Groceries** – Plan meals, use coupons, and explore food banks if needed.
- **Transportation (Car Payment, Gas, Public Transit)** – Essential for getting to work and daily responsibilities.

2 Financial Stability & Protection

- **Insurance (Health, Auto, Home)** – Protects against unexpected expenses. Review policies for cost-saving adjustments.
- **Debt Payments (Credit Cards, Loans)** – Pay at least the minimum to avoid penalties and credit score damage.
- **Childcare** – If applicable, ensure childcare costs are covered to maintain work stability.

3 Flexible & Lower-Priority Expenses

- **Phone & Internet** – Essential for work and communication but may have budget-friendly options.
- **Subscriptions** (Streaming, Gym, Memberships) – Pause or cancel if needed to free up funds.
- **Entertainment & Non-Essentials** – Consider cutting back on dining out, shopping, or vacations temporarily.

Step 4: Communicate & Seek Help

Ignoring unpaid bills won't make them disappear. If you're struggling to make payments:

- **Contact creditors and service providers** – Many offer hardship programs, payment plans, or temporary relief.
- **Explore assistance programs** – Government and nonprofit organizations offer housing, food, and utility aid.
- **Seek professional guidance** – Financial counselors can help you create a repayment strategy.

For more information on your rights regarding debt collection, visit

consumerfinance.gov/consumer-tools/debt-collection.

Step 5: Adjust & Plan for the Future

- Review your budget regularly – Income and expenses change, so adjust your priorities as needed.
- Set SMART financial goals – Example: "Save \$500 in an emergency fund over six months."
- Consider income-boosting opportunities – Freelancing, side gigs, or negotiating a raise can help cover expenses.

Final Thoughts

Prioritizing your expenses is an ongoing process. By understanding your financial situation, making informed decisions, and seeking support when needed, you can navigate financial challenges with greater confidence. Small, consistent steps can lead to long-term financial stability.

Creating a Budget That Works for You



A budget is a financial plan that helps you allocate your income to cover expenses, savings, and financial goals. Whether your income is steady or varies, budgeting can provide financial stability and reduce stress.

Steps to Budgeting Money

Step 1: Determine Your After-Tax Income

- Your after-tax income (net income) is the amount left after federal and state taxes.
- If deductions for 401(k) contributions, health insurance, or other benefits are taken pre-tax, add them back to understand your total income.
- For additional income sources, subtract taxes and business expenses for an accurate income figure.

Step 2: Choose a Budgeting System

There are different budgeting methods to fit different lifestyles, such as:

- [50/30/20 Budget](#): 50% for needs, 30% for wants, 20% for savings and debt repayment.
- [Zero-Based Budget](#): Assigns every dollar a purpose.
- [Envelope System](#): Uses cash for different spending categories.

Step 3: Track Your Progress

- Use budget-tracking apps or spreadsheets to monitor spending.
- Identify overspending areas and adjust your budget accordingly.

Step 4: Automate Your Savings

- Set up automatic transfers to savings, emergency funds, and retirement accounts.



- If your income is irregular, set reminders for manual transfers.

Step 5: Review and Adjust Your Budget Regularly

- Your financial situation changes over time; revisit your budget quarterly.
- Modify your budgeting method if necessary to better suit your needs.

Prioritize Your Finances

If you can pay monthly bills but lack significant extra funds, consider these priorities:

1. Build an Emergency Fund

- Start with \$500 and gradually aim for 3-6 months of essential living expenses.
- Helps avoid debt in unexpected situations.



2. Maximize Employer 401(k) Match
 - Contribute enough to receive your employer's full matching contribution.
 - Doubles your investment instantly.
3. Save for Retirement
 - Aim to save 10-15% of your income.
 - If no 401(k) is available, consider an IRA (Roth or Traditional).
4. Tackle High-Interest Debt
 - Prioritize paying off credit cards, payday loans, and high-interest personal loans.
 - If debt is overwhelming, consider debt relief programs or professional financial advice.
5. Continue Saving and Investing
 - Grow savings with high-yield accounts.
 - Organize savings into categories like emergencies, vacations, or home repairs.

Tools for Budgeting

Consider using apps or spreadsheets to manage finances:

- Microsoft Excel & Google Sheets Templates: Pre-made templates help organize monthly and annual budgets.
- NerdWallet Budget Spreadsheet: Aligns with the 50/30/20 framework.
- FTC Budget Worksheet: A beginner-friendly PDF for manual budgeting.



Making Your Budget Stick

1. **Don't Deprive Yourself:** Allow small indulgences to maintain motivation.
2. **Track Spending Regularly:** Use digital tools or a simple notebook.
3. **Categorize Expenses:** Separate essential and discretionary expenses.
4. **Identify Cost-Saving Opportunities:** Reduce non-essential spending.
5. **Set Financial Goals:** Short-term and long-term objectives provide motivation.
6. **Adjust as Needed:** Life changes, so should your budget.
7. **Seek Professional Help if Needed:** A financial advisor can provide personalized guidance.

Final Thoughts

Budgeting isn't about restricting your life—it's about gaining control over your finances. Whether you're saving for retirement, paying off debt, or just looking for better financial habits, a well-managed budget will set you up for long-term success.

Resources

- Expanse Wealth Management
 - [Calculators](#)
 - [Articles](#)
 - [Videos](#)
- [Federal Trade Commission](#)
- [NerdWallet Template](#)
- [MyMoney.gov](#)
- [Consumer Finance](#)
- [GreenPath](#)
- [Money Fit Budget Calculators](#)

Sources: Fidelity, Guardian, NerdWallet

Budgeting Worksheet

Income

Source	Amount	Notes
Income 1		Add back pre-tax deductions like 401 (k), health insurance, HRA, FSA, etc. For example, if you have \$200 deducted from your paycheck to go to your 401 (k) and \$300 deducted for your health insurance benefit - you would add that \$500 back into your total income amount since these items will be noted in your expenses list.
Income 2		Add back pre-tax deductions like 401 (k), health insurance, HRA, FSA, etc.
Passive Income		Subtract taxes/business expenses if applicable
Side Job		
Investments		
Other		
Total Adjusted Income		

Budgeting Worksheet

Expenses

Category	Budgeted	Actual	Notes
Housing (Rent/mortgage, property taxes, home insurance, maintenance, etc.)			
Utilities (Gas, electric, water, sewer, trash service, phone, internet, etc.)			
Food (Groceries, Eating Out, Food Delivery, etc.)			
Transportation (Car payments, Gas, Insurance, Maintenance, Public Transportation, Parking, etc.)			
Health/Life Insurance			
Debt/Loan Payments (Student loans, credit cards,			
Healthcare (Medical bills, prescriptions, dental care, etc.)			
Childcare			
Entertainment (Subscription services, television service, leisure activities, tickets, hobbies, etc.)			
Travel (Vacation transportation, accommodations, souvenirs, excursions, etc.)			

Budgeting Worksheet

Expenses

Category	Budgeted	Actual	Notes
Personal Care (Haircuts, toiletries, massage, facials, personal care items, etc.)			
Clothing & Apparel			
Pet Care (Food, veterinary care, grooming, meds, etc.)			
Education (Tuition, books, supplies, activities, other school-related expenses)			
Gifts and Donations			
Savings (Retirement accounts, emergency funds, other saving goals)			
Investments			
Taxes (Preparation costs, estimated payments, etc.)			
Professional Services (Legal fees, financial advisors, other professional services)			

Financial Wellbeing Communication Campaign



Campaign Name: *Financial Wellbeing: Secure Today, Thrive Tomorrow*

Campaign Goals:

To reduce financial stress, encourage healthy money habits, and promote the use of financial wellness resources for long-term stability and peace of mind. This campaign:

- Destigmatizes financial stress – Encourages open conversations about money challenges
- Empowers employees – Provides practical steps for financial security
- Encourages action – Promotes engagement with company financial wellness programs

Core Message:

Financial wellbeing isn't about how much you earn—it's about how you manage and feel about your money. By building smart habits, seeking guidance, and making informed financial decisions, you can reduce stress and create a secure future.

How To Use These Resources:

The Wellbeing Partners invites organizations to share the following images and suggested copy with your employees, clients, and community.

These may be utilized on:

- **Social media platforms** - Please tag @TheWellbeingPartners when posting on social media channels so we can help amplify your messages.
- **Posters/fliers** around the physical office space or campus.
- **Organization's intranet**
- **Email messages**

Campaign Components & Messaging Themes

1. Awareness Phase – Understanding Financial Wellbeing

◆ Messages:

Message 1

Your relationship with money impacts your stress, productivity, and overall happiness. Let's build a healthier approach together.

Developing a healthy relationship with money means feeling secure in how you earn, spend, and manage it—without guilt, fear, or shame. Prioritize a mindful approach by building smart financial habits: budget wisely, save consistently, and invest thoughtfully. Acknowledge the emotional side of money, seek guidance when needed, and surround yourself with positive financial influences.

@TheWellbeingPartners



Message 2

Financial wellbeing goes beyond just having money—it's about stability, security, and freedom. It means being able to meet your financial obligations today while feeling confident about your future.

True financial wellbeing allows you to make choices that enhance your life, reduce stress, and provide peace of mind. It's about having control over your finances so they support your goals and lifestyle, rather than dictate them.

@TheWellbeingPartners



2. Education Phase – Smart Money Habits

◆ Message:

Small changes make a big impact!

Take control of your finances by budgeting wisely, saving consistently, and spending mindfully.

A secure financial future starts with smart habits today!

@TheWellbeingPartners



◆ Content:

- *Managing Expenses in a Time of Rising Costs*

- *Creating a Budget That Works for You*

◆ **Channels:** Email, posters, intranet announcement, social media posts

◆ **Call to Action:** *Connect with educational resources available to them.*

An example may include: Sign up for the upcoming budgeting workshop!

3. Engagement Phase - Take Action

◆ Message:

Your financial wellbeing matters!

Take charge of your future by using the tools and resources available to you.

Start today and build the financial security you deserve!

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- ◆ **Initiatives:** *List the financial wellbeing initiatives your organization has in place.*
Some examples include:
 - 1:1 financial coaching sessions
 - Money mindfulness challenge (track spending, set financial goals)
 - Peer discussions on money habits & stress reduction
- ◆ **Channels:** Internal newsletters, team meetings, interactive workshops
- ◆ **Call to Action:** *Connect with resources and services available to them.*
An example may include: Book a financial coaching session now!

4. Reinforcement Phase - Long-Term Support

◆ Message:

Financial wellbeing is a journey, not a destination!

Stay proactive, keep learning, and take advantage of the resources available to build a secure future.

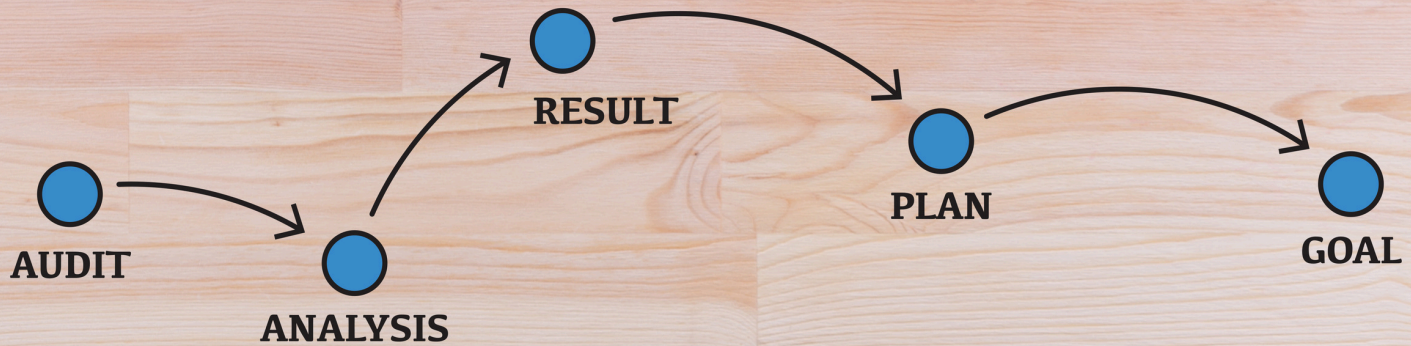
Every step forward counts!

@TheWellbeingPartners



- ◆ **Content:** *Examples may include the following:*
 - Monthly financial tips or newsletter
 - Employee testimonials on overcoming financial stress
 - Annual financial check-in reminder
- ◆ **Channels:** Email, intranet portal, financial wellbeing resource hub
- ◆ **Call to Action:** Stay on track—set up your financial wellness check-in today!

ASSESSMENT



Improving employee financial wellbeing involves education, increased access to support, and fostering a safe, supportive environment. To achieve this, it's essential to assess the financial knowledge, emotions, and needs of your workforce. Surveys, focus groups, and one-on-one discussions can provide valuable insights. Below is a sample Employee Financial Wellbeing Survey that you can use or customize to fit your organization's needs.

Sample Employee Financial Wellbeing Survey

Purpose: This anonymous survey is designed to assess financial wellbeing, establish a baseline, and track progress in our workplace culture and resources. Your responses will help shape future financial wellness initiatives and support strategies.

Section 1: Understanding Financial Wellbeing

1. What does financial wellbeing mean to you? (Select all that apply)

- Not being stressed about my finances
- Being debt/loan free
- Having enough savings to handle unexpected expenses
- Financial freedom to enjoy life
- Being able to meet monthly expenses
- Being able to retire when I want to
- Other (please specify): _____

Sample Employee Financial Wellbeing Survey (cont.)

2. Which of the following causes you the most stress? (Select one)

- My finances
- My health
- My job
- My relationships
- Planning for retirement
- Other (please specify): _____

3. What are your top financial concerns? (Select one)

- Not having enough emergency savings
- Not being able to retire when I want to
- Not being able to meet monthly expenses
- Job loss
- Paying rent/home loan on time
- Paying for education/personal loans
- Other (please specify): _____

4. How often do you feel stressed about your personal finances? (Select one)

- Never
- Rarely
- Sometimes
- Often
- Always

5. Do financial concerns affect your ability to focus at work? (Select one)

- Not at all
- Occasionally
- Frequently
- All the time

6. Issues with personal finances have been a distraction at work: (Select one)

- Daily
- Weekly
- Monthly
- Quarterly
- Never

Sample Employee Financial Wellbeing Survey (cont.)

7. Which of the following has been impacted by your financial worries? (Select all that apply)

- ☐ Health
- ☐ Relationships
- ☐ Productivity at work
- ☐ Attendance at work
- ☐ Other (please specify): _____
- ☐ None of these

Section 2: Financial Knowledge & Habits

8. How confident do you feel managing your personal finances? (Select one)

- ☐ Very confident
- ☐ Somewhat confident
- ☐ Neutral
- ☐ Not very confident
- ☐ Not confident at all

9. Do you currently use a budget to manage your finances? (Select one)

- ☐ Yes, regularly
- ☐ Sometimes
- ☐ No, but I'd like to learn
- ☐ No, and I'm not interested

10. Do you contribute to a retirement savings plan? (Select one)

- ☐ Yes, consistently
- ☐ Sometimes
- ☐ No, but I'd like to start
- ☐ No, and I'm not interested

11. Do you find it difficult to meet your household expenses on time each month? (Select one)

- ☐ Yes, every month is difficult
- ☐ Sometimes, it varies
- ☐ No

12. Would you be able to meet your basic expenses if you were out of work for an extended period?
(Select one)

- ☐ Yes
- ☐ No
- ☐ Maybe

Sample Employee Financial Wellbeing Survey (cont.)

13. How much money do you saved for unexpected expenses? (Select one)

- Less than \$1,000
- \$1,000 - \$5,000
- \$5,000 - \$10,000
- More than \$10,000

14. Do you consistently carry an outstanding balance on your credit card? (Select one)

- Yes
- No

Section 3: Financial Support & Employer Benefits

15. Do you believe that your employer cares about your financial wellbeing? (Select one)

- Yes
- No
- Maybe

16. Do you think your salary/compensation is keeping up with the rising cost of living? (Select one)

- Yes
- No
- Maybe

17. Do you understand employer benefit and savings plans and their role in financial wellbeing?
(Select one)

- Yes
- No
- Maybe

18. My employer's financial wellness program has helped me: (Select all that apply)

- Prepare for retirement
- Get my spending under control
- Pay off debts/loans
- Save for major goals
- Manage investments
- Manage healthcare expenses
- Other (please specify): _____
- None of these

Sample Employee Financial Wellbeing Survey (cont.)

19. What employer benefits/tools would help you reduce financial stress? (Select all that apply)

- ☐ Unbiased financial counseling
- ☐ Loan assistance
- ☐ Identity theft protection
- ☐ Legal guidance
- ☐ Help managing cash and debt
- ☐ Understanding medical bills/managing healthcare costs
- ☐ Investment/retirement planning
- ☐ Other (please specify): _____
- ☐ None

20. Which of the following resources do you trust most for financial advice? (Select one)

- ☐ Friends and/or family
- ☐ Independent financial planner
- ☐ Investment advisor
- ☐ Attorney
- ☐ Accountant
- ☐ Insurance agent
- ☐ Online resources
- ☐ Other (please specify): _____
- ☐ None

21. When are you most likely to seek financial help? (Select one)

- ☐ When making major financial decisions
- ☐ During a financial crisis
- ☐ During major life events
- ☐ Never, I handle my own finances
- ☐ Ongoing, as I have a financial advisor
- ☐ Other (please specify): _____

22. On a scale of 1-10, how would you rate your current financial wellbeing?

(1 - Very poor, 10 = Excellent)

23. Do you have suggestions on how our organization can better support your financial wellbeing?
(Optional)

Financial Wellbeing in the Workplace: Sample Financial Wellbeing Policy



Sample Workplace Financial Wellbeing Policy

Purpose

Financial wellbeing is a key component of our overall workplace culture and employee wellbeing. This policy reflects our commitment to supporting employees in achieving financial stability, reducing financial stress, and fostering a culture of financial awareness and empowerment.

Scope

This policy applies to all employees, regardless of tenure, and aims to provide guidance on available resources, support programs, and financial education opportunities.

Policy Statement

Our organization recognizes that financial wellbeing directly impacts employee productivity, engagement, and overall job satisfaction. We are committed to:

- Providing access to financial education and resources.
- Offering tools and programs to help employees manage personal finances.
- Creating a culture that supports open discussions about financial wellness.
- Ensuring employees have access to financial assistance programs where applicable.



Financial Wellbeing Initiatives

To support employees in their financial wellness journey, our organization will offer:

- Educational Resources: Workshops, seminars, and online learning materials on budgeting, saving, investing, debt management, and retirement planning.
- Financial Counseling: Access to independent financial advisors or employee assistance programs (EAPs) for financial guidance.
- Retirement & Savings Plans: Employer-sponsored retirement plans, financial incentives, and savings programs to encourage long-term financial stability.
- Debt Management Support: Information and resources on managing debt, including student loans, credit card debt, and mortgage planning.
- Emergency Assistance: Support programs for employees facing financial hardships due to unforeseen circumstances.
- Pay Transparency & Fair Compensation: Ensuring employees receive competitive wages aligned with industry standards and cost-of-living considerations.

Employee Responsibilities

Employees are encouraged to actively participate in financial wellbeing initiatives, take advantage of available resources, and seek support when needed to improve their financial stability.

Implementation & Monitoring

The HR department will oversee the implementation of this policy, ensuring programs remain relevant and effective. Regular surveys and feedback mechanisms will be used to assess employee needs and improve initiatives accordingly.

Confidentiality & Non-Discrimination

All financial wellbeing programs will be offered confidentially, ensuring employees feel safe seeking support without fear of discrimination or stigma.

Review & Updates

This policy will be reviewed annually to ensure it remains effective and aligned with employee needs and organizational goals. Any updates will be communicated to all employees in a timely manner.

Contact Information

For more information on financial wellbeing resources or support, employees are encouraged to contact the HR department or refer to the company's financial wellbeing portal.

Financial Wellbeing in the Workplace:

Sample 12-Month Financial Promotion Calendar



Sample 12-Month Financial Promotion Calendar

January: Kickstart Financial Wellness

January is a great time to prepare for the year ahead. Start the year strong with a focus on financial awareness and goal setting. Initiatives for January:

- **Annual Financial Wellbeing Survey** – Identify employees' top financial concerns and assess existing financial programs and resources.
- **Financial Wellbeing Calendar** – Share an annual schedule of upcoming financial wellness activities to help employees plan ahead.
- **Financial Wellness Month** – Take advantage of this national observance to emphasize financial health and encourage proactive money management.

Key Financial Topics for January

- **Spending Review** – Analyze last year's financial habits using credit card and bank statements to ensure spending aligns with financial goals.
- **Saving for Summer Vacation** – Start planning and budgeting for summer trips now to avoid last-minute financial stress.
- **FAFSA & Scholarships** – Encourage college students to search for spring scholarships and begin the Free Application for Federal Student Aid (FAFSA) process early.
- **Sales Tax Holidays** – Check for upcoming sales tax holidays and plan major purchases accordingly.
- **HSA & FSA Review** – Review health savings and flexible spending accounts, ensuring contributions align with expected medical expenses.

February: Strengthen Emergency Savings

Build financial security by focusing on emergency savings strategies. Key initiatives:

- **Workshops & Webinars** – Host sessions on saving strategies and emergency fund planning.
- **Savings Incentives** – Offer rewards or employer-matching contributions for employees who commit to saving.
- **Partner Resources** – Collaborate with financial wellness providers to offer tools for smarter saving.

Key Financial Topics for February

- **Low-Budget Valentine's Ideas** – Show love without overspending through thoughtful, low-cost gestures.
- **America Saves Week** – Use this national savings initiative to promote emergency fund-building and financial goal setting.
- **Update Financial Passwords** – Regularly change financial account passwords and use a password manager for security.

March: Retirement Planning Month

Promote retirement readiness with education and strategic planning. Initiatives:

- **One-on-One Financial Advising** – Offer meetings with advisors to review retirement plans and answer questions.
- **Simplified Retirement Resources** – Provide guides and videos explaining retirement plan options.
- **Employer Matching Contributions** – Educate employees on how to maximize retirement savings.

Key Financial Topics for March

- **Tax Preparation** – Ensure employees gather tax documents early and explore deductions and filing options.
- **Review Employee Benefits** – Encourage a review of 401(k) plans, insurance, paid time off, and wellness programs.
- **Home Maintenance for Savings** – Simple projects like sealing windows, installing LED lights, and servicing HVAC systems can lower energy costs.

April: Financial Literacy Month

Empower employees with financial education and resources. Initiatives:

- **Financial Literacy Challenge** – Encourage participation in educational activities with small rewards.
- **Educational Resources** – Share tools on budgeting, debt reduction, and credit building.
- **Expert-Led Webinars & Workshops** – Provide tailored financial guidance from professionals.

Key Financial Topics for April

- **Get Your Free Annual Credit Report** – Teach employees how to check their credit reports to detect fraud and improve their credit standing.
- **IRA Contributions for the Prior Year** – Highlight the tax benefits of making IRA contributions before the filing deadline.

May: Focus on Health & Wealth

Emphasize the connection between physical, mental, and financial well-being. Initiatives:

- **Integrate Financial Health into Wellness Programs** – Offer resources that link financial stability with overall wellness.
- **Stress-Reduction Strategies** – Provide tools on budgeting, mindfulness, and financial planning.
- **Leverage Employee Assistance Programs (EAPs)** – Offer guidance on managing financial stress.

Key Financial Topics for May

- **Consumer Fraud & Scams** – Educate employees on phishing, imposter scams, and identity theft prevention.
- **Protect Against Identity Theft** – Share tips on securing personal information and using multi-factor authentication.

June: Mid-Year Financial Check-In

Assess financial progress and adjust goals for the second half of the year. Initiatives:

- **Mid-Year Financial Wellness Assessment** – Help employees evaluate their current financial health.
- **Expert-Led Financial Sessions** – Offer workshops on budgeting adjustments and unexpected expenses.
- **Retirement Contributions Review** – Encourage employees to optimize their savings plans.

Key Financial Topics for June

- **Mid-Year Financial Checkup** – Review progress on emergency savings, debt reduction, and budgeting.
- **Contributions Checkup** – Ensure employees are on track with 401(k), 529, HSA, and FSA contributions.

July: Back-to-School Financial Prep

Prepare for education-related expenses with strategic financial planning. Initiatives:

- **529 Savings Plans & Scholarships** – Provide resources on college savings and financial aid.
- **Back-to-School Budgeting Webinars** – Help families plan for school expenses.
- **Balancing Family & Financial Goals** – Share tips on prioritizing education costs alongside long-term savings.

Key Financial Topics for July

- **Estate Planning** – Encourage employees to review wills, trusts, and beneficiaries.
- **Document Management** – Organize and securely dispose of old financial records.
- **Budgeting for the Holidays** – Start setting aside money for end-of-year expenses.

August: Make a Plan for Your Debt

Help employees create strategies to manage and reduce debt. Initiatives:

- **Debt Repayment Strategy Sessions** – Teach employees how to prioritize and pay down debt.
- **Credit Management Workshops** – Educate on improving credit scores and negotiating interest rates.
- **Subscription Audit** – Encourage employees to review and cancel unused subscriptions.

September: Financial Goal Reassessment

Review financial progress as the year enters its final quarter. Initiatives:

- **Mid-Year Financial Wellness Assessment** – Offer a follow-up to June's financial check-in.
- **Expert-Led Sessions** – Provide guidance on aligning short-term and long-term financial goals.
- **One-on-One Financial Advising** – Address personal financial challenges with expert help.

October: Year-End Budgeting & Planning

Prepare for upcoming expenses with smart budgeting strategies. Initiatives:

- **Holiday Savings Challenge** – Promote mindful spending with savings incentives.
- **Holiday Budgeting Workshop** – Offer guidance on managing end-of-year expenses.

Key Financial Topics for October

- **Open Enrollment & Benefits Review** – Help employees compare and select health and retirement benefits.
- **FSA Fund Review** – Ensure employees use any remaining flexible spending account funds before they expire.

November: Charitable Giving & Tax Planning

Encourage financial generosity and smart year-end tax strategies. Initiatives:

- **Charitable Giving Campaign** – Promote tax-deductible donations and employer matching programs.
- **Year-End Tax Preparation Tips** – Provide guidance on optimizing deductions and credits before the year ends.

December: Reflect & Prepare for Next Year

Celebrate financial progress and set new goals for the coming year. Initiatives:

- **Year-End Financial Wellness Checklist** – Help employees wrap up this year's goals and set new ones.
- **Success Stories** – Share employee testimonials of financial achievements.
- **Goal-Setting Resources** – Offer tools to plan for the year ahead.

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