



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-30

Effective Date: 06/06/2007

Revision Date: _____

C. Dunkel-Schetter

County Administrator

SUBJECT: **EMPLOYEE WELLNESS PROGRAM**

DEPARTMENT RESPONSIBLE: **Human Resources**

I. PURPOSE

To establish procedures to allow Pima County employees to participate in County sponsored programs that promote healthy lifestyles, assists individuals with disease management, help prevent illness and emphasize preventive health measures.

II. DISCUSSION

As part of our health benefits package, Human Resources staff sponsor and manage the Pima County Employee Wellness Program, in conjunction with our health provider(s) and other organizations. Together, they conduct a series of health awareness and disease management programs throughout the year to promote well-being and healthy living. These programs assist in educating our employees in several areas to include, but not limited to, 1) how to conduct healthy lifestyles and 2) how to manage diseases with which they or their family members may be living. This program is designed to assist with creating a healthy work force and with controlling rising health care costs. Flyers and emails are sent out regularly to announce program details.

III. PROCEDURE

Employees are encouraged to attend these classes and programs. Therefore, employees may be allowed to flex their time, where needed, and/or, at the discretion of the appointing authority, may be allowed a maximum of thirty minutes of paid work time per program, not to exceed four programs in a calendar year. This equates to an annual maximum of two hours of paid time for all four sessions. The allowable paid work time may be combined with personal leave time to include an employee's lunch hour or break time. The appointing authority's approval is required and is dependent upon the needs of the department.

Questions may be directed to the Human Resources Employee Wellness Program.