



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-36

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Revision Date: _____

C. Dunkelbaun

County Administrator

SUBJECT: **EMPLOYEE GROUP FUNDRAISERS**

DEPARTMENT RESPONSIBLE: **All Departments**

I. **STATEMENT**

This procedure applies to fundraising activities conducted by Employee Groups and held in County work areas. Pima County promotes a healthy, productive work environment and offers a variety of programs designed to improve and support employee health.

Overeating and unhealthy foods contribute to ill health, especially when these habits are encouraged in the workplace and unhealthy foods are readily available. Unhealthy employees directly affect the County's bottom line with decreased productivity, increased absenteeism and increased healthcare costs over time. Fundraising efforts held on County property, advertised on County e-mail and posted flyers that promote unhealthy food consumption directly counteract the County's efforts to promote healthy habits.

II. **DEFINITIONS**

A. **UNHEALTHY FOOD CONSUMPTION**

- Unhealthy foods include those high in saturated fat, sodium, cholesterol or refined sugar or flour, or containing trans-fats. These foods served in any portion may not be offered in any employee group fundraiser event.
- Unhealthy consumption includes excessive or unlimited portions of food, i.e. eating as much of any food as possible within a limited time frame.

B. **EXCLUSIONS**

- This procedure does not apply to private potlucks or meetings held in the workplace.

III. **PROCEDURE**

Appointing Authorities should monitor employee group fundraisers in their areas and require appropriate changes be made, and prohibit any employee group fundraiser events held in County worksites where unhealthy consumption is encouraged or foods offered are unhealthy as defined above. A list of healthy fundraising options is available from Human Resources – Employee Wellness Program.

Human Resources – Employee Wellness Program will monitor these events and report any violations to this policy to the Appointing Authority and to the County Administrator.