



# ADMINISTRATIVE PROCEDURES

Procedure Number: 23-30

Effective Date: 06/06/2007

Revision Date: 11/08/2019

*C. J. Dulubay*  
County Administrator

---

---

SUBJECT: **EMPLOYEE BENEFITS AND WELLNESS PROGRAM ("BeWell")**

---

---

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 and educate on benefits resources.

## II. **PROCEDURES**

As part of our health benefits package, Human Resources staff sponsor and manage the Pima County Employee BeWell Program, in conjunction with our health provider(s) and other organizations. Together, they conduct a series of classes, workshops and challenges throughout the year to promote well-being, healthy living and promoting employee benefits. These programs assist in educating our employees in several areas to include, but not limited to: 1) how to conduct healthy lifestyles; 2) how to manage diseases with which they or their family members may be living; 3) benefits information. 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. **RESPONSIBILITY**

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 eight (8) hours of paid work time per fiscal year to attend these activities. Unused time does not carry forward from one year to the next. 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. Employees and Supervisors can track the amount of BeWell time remaining through eTime.

Questions may be directed to the Human Resources Benefits and Wellness Unit.