



# Montana Operations Manual *Policy*

Category

**Human Resources/  
Employee Benefits**

Effective Date

**12/01/2011**

Last Revised

**09/06/2012**

Issuing Authority

**Department of Administration Health Care and Benefits Division**

## **Paid Time for Health Care and Benefits Division Sponsored Events**

### **I. Purpose**

This policy allows managers to offer paid time during normal working hours to employees who attend trainings or events sponsored by the State of Montana Health Care and Benefits Division (HCBD). By providing ongoing benefit training, health screening and wellness services, HCBD ensures that member employees have the necessary knowledge and tools to make good choices about their own health care.

This policy will also encourage member employees to participate in HCBD training and programs and help establish a working environment that promotes and encourages healthful behaviors. Participation in these events will also lead to a healthier workforce, increasing employee productivity, and reducing health care costs for the self-funded health plan.

### **II. Scope**

This policy covers Montana's executive branch employees, except those employed by the Montana State Fund, the Montana university system, student interns, short-term workers, elected officials, the personal appointed staff of elected officials, and other employees exempt from policy under sections [2-18-103](#), [2-18-104](#), and [2-18-601](#)(6), MCA.

Any collective bargaining agreement providing greater benefits supersedes this policy.

### **III. HCBD Sponsored Events**

Agency managers shall consider reasonable requests for paid time for employees attending the following events sponsored by HCBD (except when the business needs preclude attendance): Health Screenings, Benefit Presentations, Benefit Trainings, and Webinars.

HCBD sponsored events that are not listed above (e.g. Spring Fitness, Hunter's Challenge, Healthy for Life programs, Weight Management programs, etc.) are excluded from this policy.