PURPOSE

The purpose of this policy is to establish a Workplace Wellness Program to foster the adoption of a wellness culture that promotes the benefits of improved health.

POLICY

Pursuant to Texas Government Code §664.061(1), Texas Woman’s University grants Administrative Leave to each eligible employee who participates in a health benefits program administered under Chapter 1551 (Insurance Code). The amount of time allowed for exercise is 30 minutes per day, three times per week. Exercise time will be combined with the employee’s regularly scheduled lunch to give the employee more time for wellness activities. Employees are not required to make-up this time or use personal leave time. Exercise time may only be used in 30 minute increments. Exercise time does not accumulate and may not be carried forward for use at another time.

The additional 30 minutes of time is only applicable for participation in activities in association with or physically located in the TWU Fitness Center.

RESPONSIBILITY

The Department of Fitness and Recreation has the primary responsibility for the implementation and the maintenance of records required by this policy.

ELIGIBILITY

All full-time benefits eligible staff employees of Texas Woman’s University are allowed voluntary participation in the Workplace Wellness and Exercise Program. To participate in this program an employee must be a member of the TWU Fitness and Recreation Center, complete the Workplace Wellness Program Request form, and obtain supervisor approval. NOTE: This policy does not apply to faculty since faculty do not have a defined 40-hour work week.
PROCEDURES

Employees must request approval for participation each fiscal year and at any time the employee wants to request a change in their established exercise schedule. Supervisors are encouraged to grant approval subject to scheduling and workload requirements of the department. The scheduling of exercise time is at the discretion of the supervisor.

Employees must submit a monthly report to their supervisor to document their use of exercise time and enter the time used as Administrative Leave on their time card.

Any abuse of this privilege may make the employee ineligible for further participation and may result in disciplinary action including suspension or discharge.

Any appeals to this policy or procedure should be addressed through the employee’s supervisor and additional managers through the chain of command. The final determination of appeals will be made at the level of Department Chair.

ATTENDANCE TRACKING

The Department of Fitness and Recreation will require participants to sign in at one of the fitness facilities (name/date/time) and sign out when leaving. The records are maintained by Fitness and Recreation for supervisors’ review.

INJURY

Employees injured while participating in the Workplace Wellness Program are not eligible for workers' compensation benefits unless their participation in the Workplace Wellness Program event was in the course and scope of their job duties and employment.

All persons who intend to participate in a Workplace Wellness Program activity involving physical exertion or exercise are encouraged to complete a Physical Fitness Readiness Questionnaire provided by the Department of Fitness and Recreation at the Fitness Center and consult with a physician before beginning physical activity. The questionnaire is for use personal use of the employee, and will not be reviewed by TWU.

REVIEW

The Vice President for Finance and Administration will review this Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.

FORMS

Workplace Wellness Program Request
Workplace Wellness Monthly Report Form