

Policies of the University of North Texas System Administration	Chapter 03
<b>03.616 Employee Well-being</b>	Human Resources

**Policy Statement.** The UNT System Administration (System Administration) recognizes the benefits of supporting the health and well-being of employees. To promote the well-being of employees, the System Administration provides a program allowing access to multiple physical, financial, and interpersonal resources.

**Application of Policy.** Regular staff.

**Definitions.**

1. Regular Staff. “Regular Staff” means an employee who is scheduled to work at least twenty (20) hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of employment.
2. Well-being Champions. “Well-being champions” means individuals designated by Human Resources and department heads to provide support for the well-being program.

**Procedures and Responsibilities.**

1. Well-being Champions. The role of the well-being champion will be to work with Human Resources to communicate well-being initiatives to their team members and encourage participation.
2. Participation. Prior to participation in any well-being activity, employees are encouraged to consult with a physician. Injuries that may occur during or as a result of participation will not be treated as work-related injuries.
3. Well-being Incentives. UNTS may provide well-being program incentives and rewards for participating employees who meet certain objectives. Incentives may include prizes, paid time off, or other awards. System Administration incentives and rewards may be regulated by law and System Administration policies.
  - a. Paid Time Off. The System Administration may provide opportunities for employees to be awarded up to eight (8) hours of paid time off for meeting certain well-being goals. To be eligible, employees must:
    - i. receive a physical examination; and

- ii. complete an online health risk assessment through the System Administration's health insurance provider
- b. Fitness Program Participation. Employees may be allowed thirty (30) minutes leave up to three (3) times per week. When feasible, time should be taken in conjunction with the start or end of the work day or an addition to the lunch break.
  - i. Approval from the supervisor is required. Supervisors are encouraged to grant such approval, subject to scheduling and workload requirements of the department.
  - ii. Leave should be reported through the designated leave procedures.
  - iii. Supervisors and department heads are expected to make reasonable efforts to accommodate requests for fitness program participation. However, supervisors have discretion to approve, modify, or deny a request if the operation of the department will be negatively impacted by the employee's absence.

Responsible Party: Human Resources, Department, Staff

- 4. Confidentiality and Personal Health Information. The System Administration will not collect any personal health information as part of the well-being program.

**References and Cross-references.**

Texas Government Code Chapter 661  
Texas Government Code Chapter 664

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