Policy Statement. The UNT System Administration (System Administration) recognizes the benefits of supporting the health and well-being of employees. This policy describes the administration of well-being initiatives and fitness program participation to promote the well-being of employees.

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 4½ 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 initiative, 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 Initiatives and Incentives. UNTS may provide well-being initiatives, incentives, and rewards for participating employees who meet certain objectives. Incentives may include prizes, paid time off, or other awards in accordance with applicable laws 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 will be allowed thirty (30) minutes leave for exercise 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. Any abuse of this privilege may make the employee ineligible for further participation and may result in disciplinary action, including and up to termination.

**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  

Approved: November 16, 2007  
Effective: November 16, 2007  
Revised: July 21, 2020