

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**31.02.13.P0.01 Wellness Programs**

Approved April 13, 2017

Revised December 07, 2020

Next Scheduled Review: December 1, 2025

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**UAP Purpose**

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The purpose of this University Administrative Procedure (UAP) is to describe the Prairie View A&M University (PVAMU) Wellness Program, including information on Wellness Release Time. This UAP is intended to be flexible and adaptable to each employee and their respective department.

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**Official Procedures and Responsibilities**

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**1. GENERAL**

- 1.1 The PVAMU Wellness Program is designed to enhance the overall well-being of employees and reduce lifestyle-related issues that affect the employee's health and work productivity. It is a voluntary program consisting of physical fitness activities and wellness education opportunities.
  - 1.1.1 The objective of the Wellness Program is to provide a supportive and nurturing environment that encourages employees to adopt healthy behaviors and positive lifestyle changes, improve job performance, increase work satisfaction, cultivate work/life balance, and reduce health care/insurance costs.

**2. WELLNESS RELEASE TIME**

- 2.1 Only full-time, benefits-eligible employees are eligible to participate in the Wellness Release Time (WRT) Program.
- 2.2 Employees approved for participation in the WRT Program shall receive 30 minutes during normal work hours up to 3 times a week of release time for participation in exercise, physical fitness and comprehensive wellness activities.
  - 2.2.1 Exercise, physical fitness and comprehensive wellness activities can include but are not limited to any activity designed to maintain or improve physical, mental, and financial health.
- 2.3 WRT is paid time which does not have to be made up, cannot be accrued and does not need to be documented on timesheets.
- 2.4 WRT is not considered work time for purposes of Worker's Compensation. Any injuries that may result during participation will not be treated as work-related injuries.

- 2.5 Each academic year of participation (starting September 1<sup>st</sup>), employees must secure approval from their immediate supervisor prior to participation in the WRT Program. All WRT Applications will expire on August 31<sup>st</sup> of each year.
- 2.6 Immediate supervisors are expected to make reasonable efforts to accommodate requests for participation in the WRT Program. However, participation may be denied or revoked if it is determined that the workflow and operation of the employee's department will be negatively impacted by the employee's absence to participate in the WRT Program. When a WRT Application is denied, the immediate supervisor must indicate the reason(s) for the denial.
- 2.7 When feasible, WRT should be taken in conjunction with the start or end of the work day or an addition to the lunch break. Any exceptions must be approved by the supervisor.
- 2.8 Prior to participation in WRT, employees are encouraged to consult with a physician before undertaking any physical activity program.
- 2.9 Abuse of the privilege to participate in the WRT Program will subject the employee to revocation of the privilege and/or disciplinary action. Supervisors have the right to review records of the employee's participation in exercise and physical fitness activities to verify hours of involvement.
- 2.10 Application and Monitoring Procedures
  - 2.10.1 To apply for participation in the WRT Program, the employee must submit a completed [WRT Application](#) to his or her immediate supervisor for approval. The WRT Application must specify the weekday(s) and time(s) of the WRT activities. Any deviations from the approved schedule must be approved in advance by the immediate supervisor. Resubmission of the application within the academic year of usage is not necessary.
  - 2.10.2 If the WRT Application is approved, the employee will submit the approved original WRT Application to the Office of Human Resources.
  - 2.10.3 Supervisors are responsible for monitoring compliance with the WRT Program guidelines and the employee's usage of WRT.
  - 2.10.4 Any exceptions to the procedures of the WRT Program must be approved by the employee's vice president.

### **3. ON-SITE WELLNESS SEMINARS/ACTIVITIES**

- 3.1 Wellness education opportunities consist of Pathway to TOTAL You Wellness (PTTYW) sponsored activities. These activities include but are not limited to, health fairs, flu vaccine clinics, mental wellness seminars, financial wellness seminars, healthy cooking demonstrations, extension sponsored wellness programs, employee assistance programs and on-site health screenings.

- 3.2 With supervisor approval, employees may participate in PTYW activities without using personal leave time.
- 3.3 Supervisors are responsible for monitoring compliance with the employee's usage of on-site wellness seminars/activities.
- 3.4 Abuse of the privilege to participate in on-site wellness seminars/activities will subject the employee to revocation of the privilege and/or disciplinary action. Supervisors have the right to review records of the employee's participation in any PTYW sponsored activities to verify hours of involvement.
- 3.5 Any exceptions to the procedures for on-site wellness seminars/activities must be approved by the employee's vice president.

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#### **Related Statutes, Policies, Regulations and Rules**

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[Tex. Ins. Code Ch. 1601, Uniform Insurance Benefits Act for Employees](#)

[Tex. Gov't Code Ch. 664 State Employees Health Fitness and Education](#)

[System Policy 31.02 Employee Insurance and Retirement Benefits](#)

[System Regulation 31.02.13 Wellness Programs](#)

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#### **Forms**

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[Wellness Release Time \(WRT\) Application](#)

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#### **Contact Office**

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Office of Human Resources 936-261-1730

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