



**TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SECTION: Human Resources
AREA: Benefits

Policy 02.03.08

SUBJECT: Work-Life Wellness Policy

I. PURPOSE AND SCOPE

The Texas Southern University Work-Life Wellness Policy is established within the guidelines of the State of Texas through its *Building Healthy Texans Statewide Agency Wellness Program*, built to improve the health and wellness of state employees. This Policy is established as a Work-Life Wellness Program to foster the adoption of a wellness culture in order to promote the benefits of improved health, reduced medical expenses, heightened personal performance, reduced absenteeism, and improved employee satisfaction. The Texas Southern University Office of Human Resources is the office of primary responsibility for this procedure.

This procedure applies to all employees of Texas Southern University. Texas Southern University shall comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for selection, appointment, training, promotion, retention, or any other covered personnel action, nor be denied any benefits or participation in any educational programs or activities which it operates, on the grounds of race, religion, color, national origin, sex, disability, age, or veteran status (except where age or sex constitutes a bona fide occupational qualification necessary for proper and efficient administration).

II. REGULATIONS

- A. Chapter 664 of the Government Code (“Code”) acknowledges the benefit of worksite wellness programs to effective state administration and provides that public money spent for these programs serves important public purposes.
- B. Section 664.053 of the Code describes a worksite wellness program as one that includes:
 - 1. education that targets the most costly or prevalent health care claims;
 - 2. the dissemination or use of available health risks assessment tools and programs;
 - 3. the development and promotion of health, nutritional, and fitness-related resources;

4. the development and promotion of environmental change strategies that integrate healthy behaviors and physical activity; and
 5. optional incentives to encourage participation in the wellness program.
- C. Section 664.004 of the Code indicates that a state agency may use available facilities and public funds for health fitness education and activities and Section 664.061 of the Code indicates that a state agency may:
1. allow each employee thirty (30) minutes during normal working hours for exercise three times each week;
 2. allow all employees to attend on-site wellness seminars when offered; and
 3. award eight (8) hours of additional leave time each year to employees who receive a physical examination and complete an online health risk assessment ("HRA") tool.

III. POLICY PROVISIONS

Texas Southern University is dedicated to making strategic investments in health promotion and disease prevention through the combined efforts of employees, supervisors, departmental management, administration, and the Office of Human Resources. The Work-Life Wellness Program will promote and engage employees in primary prevention and management of risk factors for a more productive and engaged workforce.

- A. Employees at all levels are ultimately responsible for their own health and health education and are expected to participate in and respond to general health education/communications on risk reduction, health screenings, disease-specific risk assessments, targeted communications based on need, and health coaching.
- B. The Office of Institutional Compliance and the Office of Human Resources have the responsibility to ensure compliance with all federal, state and local laws and University policies regarding the Work-Life Wellness Program.
- C. Supervisors and department managers have the initial responsibility for training and development of their employees, which includes emphasis on health and wellness education and support of the Work-Life Wellness Program as set forth by the University. In fulfilling this responsibility, administrators and other supervisors should identify the individual training needs of their employees and work with employees to raise awareness of the benefits offered through the University's Wellness Program. Administrators and supervisors should effectively communicate with each employee in support of healthy behaviors on and off the job.
- D. Each school, department, institute, and center is responsible for promoting awareness of the University's Work-Life Wellness Program and its benefits and assuring that

their employees are permitted time during the work-day to participate in the activities sponsored by the Wellness Program. Any health awareness seminars and training programs on the departmental level should be planned and budgeted.

- E. The Office of Human Resources shall be responsible for planning and organizing the University's Work-Life Wellness Program, campus-wide awareness activities and communications, as well as manager and supervisor training, and appropriate department-specific and interdepartmental training.
- F. All Texas Southern University employees must comply with the above requirements.

IV. GUIDELINES FOR THE WORK-LIFE WELLNESS PROGRAM

- A. All full-time employees are eligible to receive training and education for any of the above-mentioned purposes, take advantage of communications and benefits outlined by the program, and participate in all promotional activities offered.
- B. Employees should be granted permission by management at least one level above the employee to participate in Wellness Program activities during office hours.
- C. Employees who participate in the Wellness Program must reasonably apply the education to enhance productivity.
- D. All training, communication, and activities under this policy shall be documented, and when applicable, an employee count or sign-in sheet for each event shall verify employee attendance.

V. REVIEW AND RESPONSIBILITIES

Responsible Party: Executive Director of Human Resources

Review: Every three years, on or before September 1

VI. APPROVAL



Vice President of Finance



President

Effective Date: 9/28/11