

Chapter: Employee Wellness	Effective Date: 2/15/16
Title: Wellness Program	Page: 1 of 2
ACA: N/A	Replaces: PRS.19.13, 12/1/11
Statutes: Texas Govt. Code §§664.060, 664.061	

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) provides an employee wellness program to enhance employee health, fitness, morale, well-being, and overall quality of life both at home and in the work environment. The main objectives are to:

- (1) increase awareness of positive health behaviors;
- (2) motivate employees to voluntarily adopt such behaviors; and
- (3) provide opportunities and support for positive health behaviors.

(b) **General Provisions.**

- (1) The Central Office Wellness Committee and Central Office Human Resources Department:
 - (A) ensure wellness activities adhere to the guidelines and intent of the agency's wellness program;
 - (B) suggest/recommend program activities, improvements, and goals;
 - (C) evaluate new program activities and goals; and
 - (D) measure program outcomes.
- (2) The chief local administrator at each facility or office selects a wellness coordinator who ensures visibility of wellness activities by prominently displaying a wellness bulletin board with current information about health, fitness, well-being, and overall quality of life from periodicals, newspapers, the Texas Department of State Health services, and other appropriate sources.
- (3) Participation in the wellness program is strictly voluntary.

(c) **Procedures.**

(1) **Wellness Activities.**

- (A) Wellness activities may include encouragement of healthy behaviors, such as:
 - (i) nutritious eating;
 - (ii) increased physical activity;
 - (iii) tobacco cessation;
 - (iv) stress reduction; and
 - (v) attending flu-shot clinics.
- (B) Before participating in a TJJD-provided wellness activity that requires physical exertion, employees must sign a Release of Liability form, [HR-700](#), and submit the HR-700 to their local human resources administrator (HRA).
- (C) The **local HRA** retains the signed HR-700 in the employee's personnel file.

(2) **Exercise Time.**

- (A) Paragraph (c)(2) applies only to full-time employees at any TJJJD facility or office.
- (B) With approval from his/her supervisor, an employee may use 30 minutes up to three times each week for exercise during his/her normal work schedule in accordance with [Texas Government Code §664.061](#).
- (i) An employee may not use the 30 minutes of exercise time to arrive after or leave before his/her scheduled work time. The 30 minutes may be combined with the employee's lunch or breaks.
- (ii) Exercise time cannot be saved or combined for future use. No additional time is earned if this benefit is not used.
- (iii) An employee and his/her immediate supervisor must come to an agreement in writing about when the employee may use the 30 minutes for exercise.
- (iv) Supervisors may deny the use of the 30 minutes for exercise:
- (I) if workload requires an employee to be available for work;
- (II) as a part of a corrective action plan; or
- (III) based on the operational needs of the location or department.
- (v) Supervisors must deny the use of the 30 minutes for exercise if an employee has received disciplinary action for attendance or punctuality within the past 12 months.

(3) **Recreation Equipment.**

Where available, employees may use facility recreation equipment in accordance with requirements in [INS.51.05](#).
