

Policies of the University of North Texas Health Science Center	Chapter 04 –
04.114 Health Saver Program Release Time	Administration

Policy Statement.

Benefits-eligible employees may participate in planned “Health Saver” programs as designated by the Health Promotion Manager and Committee and in individual exercise programs. A portion of the time spent in these programs may be contributed by the center. The stipulations listed below will apply to participation in the Health Saver programs.

Application of Policy.

All Benefits Eligible Faculty and Staff

Definitions.

Procedures and Responsibilities.

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. Employees desiring to participate in this program must complete all of their assigned job duties in a timely fashion.	Employee
2. The supervisor is assigned final authority as to whether or not a particular employee may commit to Health Saver activities based on his/her specific duties when such time is requested.	Supervisor
3. In order to ensure that all eligible employees are allowed to participate, the center must limit its total contribution to the Health Saver programs to no more than 90 minutes per week, per employee.	Employee/ Supervisor
4. Health Saver health screens and follow-up sessions may be attended for up to one hour per session on work time.	Employee/ Supervisor
5. Health Saver classes, seminars, or workshops offered on a weekly basis may be attended for up to one hour each week.	Employee/ Supervisor
6. Benefits-eligible employees may participate in Health Saver exercise activities with the following stipulations.	Employee/ Supervisor
a.) The institution will contribute 30 minutes of release time for each 60 minutes contributed by the employee.	

b.) Activities will be scheduled at times conducive to the 60/30 minutes session, i.e. 12 noon to 1:30 p.m. or 4:30 to 6:00 p.m.

7. Individual exercise may be included in this release time, provided it is documented by completing the sign-in sheet at the FAC. The employee's supervisor may request verification via an individualized exercise log co-signed by the FAC Manager.
- Supervisor/
FAC
Manager

References and Cross-references.

Forms and Tools.

Approved: September 2008

Effective: September 2008

Revised: