Title:    #IV-20. Wellness Breaks for Nonexempt Staff

Date:    May 3, 2019

Recognizing that employee wellness may reduce absenteeism and healthcare costs and may increase productivity and morale, West Virginia University at Parkersburg encourages employees to participate in wellness activities on campus, such as walking, biking, strength training, yoga, stress reduction, and educational programs.

With the approval of respective supervisors, full-time nonexempt staff may participate in wellness breaks for up to thirty minutes, three days a week, while still clocked in. Wellness breaks may be scheduled as two 15-minute breaks (one morning and one afternoon) or one 30-minute extension of the 30-minute lunch break, provided that all student-facing offices remain covered and open during business hours.

In keeping with state and federal labor laws, all nonexempt employees shall continue to be granted a 30-minute, unpaid lunch period each workday.

Supervisors are responsible for documenting and approving all wellness breaks, facilitating the combination of unpaid lunch breaks with paid wellness breaks (when applicable), and assuring that departments are staffed to adequately serve students or prospective students during business hours.

Responsible Administrator: President, 304-424-8200