



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

Date: July 22, 2024 (Replaces version dated November 20, 2019)

Recognizing that employee wellness may reduce absenteeism and healthcare costs and may increase productivity and morale, WVU 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 two 15-minute wellness breaks (one morning and one afternoon) each workday while still clocked in. Wellness breaks may be combined for one 30-minute break, provided that the break is not scheduled at the start of a work shift, at the conclusion of a work shift, or connected to the lunch break, and that all key services are covered during business hours.

In keeping with state and federal labor laws, all benefits eligible, nonexempt employees shall continue to be granted an uninterrupted 30-minute, unpaid lunch period during their work shift.

Supervisors are responsible for approving all wellness breaks and assuring that departments are adequately staffed to provide key services during business hours.

Responsible Administrator: President, 304-424-8200