

# STANDARD ADMINISTRATIVE PROCEDURE

**31.02.13.M0.01**

## **Wellness Programs**

*Approved May 13, 2016*

*Next scheduled review: May 13, 2021*

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### **Standard Administrative Procedure Statement**

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This procedure describes administration of the employee wellness programs coordinated by Texas A&M University, Texas A&M University at Galveston and the Texas A&M Health Science Center, including information regarding Wellness Release Time. Employee benefits, engagement and professional development opportunities create a culture of self-betterment that benefits the university at all levels.

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### **Definitions**

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**Benefits-Eligible Employees** - Employees budgeted by name for 50 percent or more time for at least four and one-half months, excluding students holding positions for which student status is a requirement for employment.

**Wellness Release Time** – Time allowed during an employee’s regular work hours for up to 30 minutes three times a week to exercise or participate in physical fitness activities. This time is not considered work time for Workers’ Compensation purposes.

**Physical Fitness Activities** – Individual or group activities designed to maintain or improve strength, flexibility, balance, endurance or cardiovascular fitness and to sustain or increase physical fitness. Employees are encouraged to consult with a physician before undertaking any physical activity program.

**Onsite Wellness Programs** – University sponsored wellness programs and activities offered by Texas A&M to include Texas A&M University at Qatar, <http://employees.tamu.edu/benefits/wellness/>, Texas A&M at Galveston, <http://www.tamug.edu/hrd/WellnessProgram/> and the Health Science Center <http://tamhsc.edu/wellness> in which employees may participate with supervisor approval without requiring use of personal leave time or Wellness Release Time. These wellness programs include, but are not limited to, health fairs, flu vaccine clinics, financial wellness seminars, employee assistance programs and onsite health screenings.

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### **Procedures and Responsibilities**

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## 1. GENERAL

The wellness programs are comprehensive worksite wellness programs designed to encourage employees to live healthier lifestyles, to support a healthy workplace and to create a culture of wellness by focusing on physical, financial and interpersonal aspects of health.

These voluntary programs are designed to improve overall well-being, encourage employees to adopt healthy behaviors and positive lifestyles, improve job performance, increase engagement and work satisfaction and reduce health care expenditures and insurance premiums. The wellness programs create a culture of self-betterment that benefits the university at all levels.

## 2. WELLNESS RELEASE TIME

2.1 Full-time, benefits-eligible employees are eligible to use 30 minutes during the employee's regular work hours, up to three (3) times a week, to exercise or participate in physical fitness activities as authorized by [System Regulation 31.02.13 Wellness Programs](#). Specific requests addressing physical disability limitations will be reviewed by the Program Administrator.

2.2 Wellness Release Time is paid time which does not have to be made up. It may not be accrued, carried over or banked.

2.3 Wellness Release Time is not considered work time for purposes of Workers' Compensation. Injuries that may result during participation will not be treated as work-related injuries.

2.4 Supervisors should have a conversation with their employees about how to implement wellness release time in their unit and discuss the notification methods to establish the wellness release time schedule.

2.5 Employees who participate must sign the Acknowledgement Form, which will be kept in the employee's official personnel file.

## 3. WELLNESS ROLES

3.1 Wellness Program Administrator – Texas A&M, Texas A&M at Galveston and the Texas A&M Health Science Center will each have a Wellness Program Administrator. This individual is responsible for development, administration, communication and evaluation of programs offered under the respective wellness program.

- 3.2 Wellness Advisory Council – Texas A&M, Texas A&M at Galveston and the Texas A&M Health Science Center will each have a Wellness Advisory Council of key stakeholders and partners that represent and encompass various aspects of wellness.
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**Related Statutes, Policies or Resources**

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[System Regulation 31.02.13 Wellness Programs](#)

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**Contact Office**

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For information or clarification on this SAP contact [Human Resources, Benefit Services](#) at (979) 862-1718 or by email at [benefits@tamu.edu](mailto:benefits@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources](#)