



## STANDARD ADMINISTRATIVE PROCEDURE

### 31.02.13.M0.01 Wellness Release Time and Programs

*Approved May 13, 2016*

*Revised August 12, 2021*

*Revised February 19, 2023*

*Next scheduled review: February 19, 2028*

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#### Standard Administrative Procedure Statement

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This Standard Administrative Procedure describes administration of the employee wellness programs, including information regarding Wellness Release Time and Wellness Program engagement, coordinated by Texas A&M University. This SAP covers Texas A&M University entities, including Texas A&M University at Galveston and Texas A&M Health. 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 of their choosing. This time is not considered work time for Workers’ Compensation purposes.

**Physical Activities** – Physical activity refers to all movement. Individual or group activities designed to maintain or improve strength, flexibility, balance, endurance, or cardiovascular fitness and to sustain or increase physical fitness. Popular ways to be active include walking, cycling, wheeling, sports, active recreation, and play. These can be done at any level of skill and for enjoyment by everybody. Employees are encouraged to consult with a physician before undertaking any physical activity program.

**Wellness Programs** – University sponsored wellness programs and activities offered by [Living Well at Texas A&M](#) include all Texas A&M University entities. Employees may participate in

wellness programs without requiring use of personal leave time or Wellness Release Time. These voluntary wellness programs include, but are not limited to, overall wellness and work/life integration offerings geared toward home and family, personal health and wellness, mental health, social and support, or arts and literature.

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## Procedures and Responsibilities

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### 1. GENERAL

Wellness release time and programs are comprehensive worksite health promotion initiatives designed to help employees grow and thrive by focusing on overall wellness and work/life integration through healthy living, community, and personal interest programs.

These voluntary wellness and release time 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 to reduce health care expenditures and insurance premiums. Wellness programs create a culture of self-betterment that benefits the university at all levels.

### 2. WELLNESS RELEASE TIME

- 2.1 All full-time, benefits-eligible employees are allowed 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 Employees should discuss with their manager how to schedule wellness release time considering the individual employee's job duties and unit's workload.
- 2.5 Managers should implement wellness release time in a consistent manner across all employees.
- 2.6 Specifics of the Wellness Release Time arrangement are established between the employee and their immediate manager. Employees participating in Wellness Release Time will acknowledge their participation on the Wellness Release Time Acknowledgement form, which will be kept in the employee's personnel file.

Wellness Release Time participation will remain in effect as agreed upon by the employee and manager until specific circumstances require a reevaluation. Wellness Release Time may be revoked if the employee is under disciplinary action or obtains an overall rating of less than Meets Expectations on their most recent performance evaluation.

### 3. WELLNESS PROGRAMS

- 3.1 All full-time, benefits-eligible employees are allowed to participate in wellness programs without requiring use of personal leave time or Wellness Release Time.
- 3.2 Employees must discuss with their manager how to schedule time to attend wellness programs considering the individual employee's job duties and unit's workload.

### 4. WELLNESS ROLES

- 4.1 Wellness Program Administrator – Living Well at Texas A&M will be the Wellness Program Administrator for Texas A&M University.

This individual and/or group is responsible for development, administration, communication, and evaluation of programs offered under the respective wellness program.

- 4.2 Wellness Advisory Committee – Texas A&M University has a Wellness Advisory Committee of key stakeholders and partners that represent and encompass a holistic approach to employee 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 procedure, contact [Human Resources and Organizational Effectiveness, Living Well](#) at (979) 862-7418, or by email at [livingwell@tamu.edu](mailto:livingwell@tamu.edu)

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