



31.02.13.N0.01 TEEX Wellness Programs

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Summary

The Texas A&M Engineering Extension Service (TEEX) Wellness Program consists of a comprehensive worksite program designed to focus on physical, mental, 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. Specifically, this Standard Administrative Procedure (SAP) will address three aspects of the program: Wellness Release Time, access to TEEX wellness facilities, and additional wellness benefits for approved teleworker employees and other employees that work at a TEEX facility without an on-site fitness center.

Definitions

Benefits-Eligible Employees are employees budgeted for 50 percent or more time for at least four and one-half months who are benefits and retirement eligible.

Wellness Release Time is time allowed during an employee's regular work hours for up to 30 minutes, three times a week for fitness activities. The activity can be done onsite or offsite and can include any component of the well program (physical, mental, financial, and/or interpersonal). This time is not considered work time for Workers' Compensation purposes.

Onsite/Offsite Fitness Activities are 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 are TEEX-sponsored wellness programs and activities that allow employees to participate with supervisor approval and without requiring the use of personal leave time or Wellness Release Time. These wellness programs include, but are not limited to wellness activities (e.g., adult coloring/puzzles/book, clubs/painting/jewelry making, etc.), health fairs, flu vaccine clinics, financial wellness seminars, and onsite health screenings.

Requirements

1. **Wellness Release Time Guidelines** - Benefits eligible employees may use 30 minutes during the employee's regular work hours, up to three (3) times a week, to exercise or participate in an onsite/offsite fitness activity as authorized by [System Regulation 31.02.13 Wellness Programs](#).

- 1.1. Wellness Release Time is paid time that does not have to be made up. It may not be accrued, carried over, or banked.
- 1.2. 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.
- 1.3. When feasible, Wellness Release Time should be taken in conjunction with the start or end of the workday or an addition to the lunch break.
- 1.4. Wellness Release Time is not an entitlement and can be revoked at any time.
- 1.5. Specific requests addressing physical disability limitations will be reviewed by the Human Resources (HR) department.

2. TEEX Wellness Facility Access

- 2.1 TEEX has established Wellness facilities at TEEX Headquarters, Brayton Fire Field, and the RELLIS Campus. All TEEX employees are eligible to utilize these facilities during approved hours with requested access as required by each location. Employee's family members are not permitted to utilize TEEX wellness facilities.

3 . Approved Teleworkers and Employees that Work at a TEEX Facility Without an On-Site Fitness Center

- 3.1 Benefits eligible employees who do not have access to an on-site TEEX wellness facility or TEEX on-site fitness classes due to being in an approved telecommuting position or that work in a TEEX facility without a wellness facility (San Antonio, Mesquite, Brownsville, Galveston) will have the option to request up to a maximum of \$150 Fitness Allowance each fiscal year to assist with the cost of a fitness membership or fitness classes. The Fitness Allowance is not an entitlement and is not part of an employee's base salary. A Fitness Allowance is provided to an employee only for as long as the employee qualifies for the allowance under the required provisions.
- 3.2 Benefits eligible employees will be required to provide proof of active fitness membership or enrollment in fitness classes (which must be in the employee's name) from a fitness provider along with the Wellness Release Time / Request for Fitness Allowance Acknowledgement Form – HR 61 each fiscal year before a Fitness Allowance will be

provided. Employees may be required to provide proof of utilization of fitness membership/classes as requested on a periodic basis during the fiscal year.

Quality Assurance Measures

1. **Employees Responsibilities** - Benefits eligible employees and their supervisor should work together to establish an appropriate arrangement for the use of Wellness Release Time along with any applicable work schedules. Employees who participate in Wellness Release Time must sign a Wellness Release Time / Request for Fitness Allowance Acknowledgement Form HR 61 and submit to supervisor each fiscal year.
2. **Supervisor Responsibility** - Supervisors should have a conversation with their employees about Wellness Release Time and work with each interested benefits eligible employee to establish a Wellness Release Time schedule that is conducive to meeting work requirements. Supervisors will assist the employee with the completion of the TEEX Wellness Release Time / Request for Fitness Allowance Acknowledge Form HR61 each fiscal year and submit it to HR.
3. **Human Resources Responsibility and Roles**
 - a. TEEX will have a Wellness Program Administrator. This individual is responsible for development, administration, budget of program, communication, and evaluation of programs offered under the respective wellness program.
 - b. Wellness Communities of Practice – TEEX will have a Wellness Communities of Practice consisting of key stakeholders and partners that represent the various divisions and encompass various aspects of wellness across the agency.
 - c. HR will maintain a copy of the TEEX Wellness Release Time / Request for Fitness Allowance Acknowledgement Form and documentation.
 - d. HR will process the required paperwork for the Fitness Allowance (one-time per fiscal year) which will be made available on the next available bi-weekly pay period in which the required documentation is received.

Related Statutes, Policies, or Requirements

[System Regulation 31.02.13 Wellness Programs](#)

Office of Responsibility

Human Resources
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