

31.02.13.R0.02 Wellness Release Time

Approved July 7, 2016
Revised October 5, 2020
Next Scheduled Review: October 5, 2025



Procedure Summary

The Texas A&M University-Commerce Employee Wellness Program is designed to enhance the well-being of employees and reduce lifestyle-related issues that affect the employee's health and work productivity. It is a voluntary program consisting of university-sponsored physical fitness activities and open recreation opportunities during the workday.

The objective of the Employee Wellness Program is to provide a supportive environment that encourages employees to adopt healthy behaviors and positive lifestyle changes, improve job performance, increase work satisfaction, cultivate work/life balance, and reduce health care/insurance costs.

This procedure outlines the definitions of the Employee Wellness Program and describes the application and monitoring processes. This procedure is intended to be flexible and adaptable to each employee and their respective department.

Procedures and Responsibilities

1 GENERAL

- 1.1 The Wellness Release Time program provides full-time, benefits-eligible employees 30 minutes three times per week for participation in exercise and fitness activities. Participation can occur at the Morris Recreation Center, through activities sponsored by the Employee Wellness Program by utilizing the campus walking maps or campus hiking trail, or other fitness activities as approved by the employee's immediate supervisor.
- 1.2 Employees participating in the Wellness Release Time program must submit an application with the employee attesting that they have had a physician physical or participated in a health screening within the past twelve months (see Appendix A). To satisfy this requirement, the employee may participate in the on-campus Health Screening Fair, which is offered on a semi-annual basis.
- 1.3 Wellness Release Time is paid time which does not have to be made up, cannot be accrued, and does not need to be documented on timesheets.

- 1.4 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.
- 1.5 Exercise time permitted under this procedure is not time in which participants are considered employees, and worker's compensation coverage does not apply.
- 1.6 Each academic year (starting September 1) of participation, employees must submit a completed application form with approval from immediate supervisors prior to participation in the program using the Wellness Release Time application (see Appendix A. All Wellness Release Time applications will expire on August 31 of the following year.
- 1.7 Immediate supervisors are expected to make reasonable efforts to accommodate requests for participation in the Wellness Release Time program. It is the responsibility of the supervisor to ensure each employee has access to this policy, and that the workflow and operation of the department continues effectively while Wellness Release Time is taken.

2 APPLICATION AND MONITORING PROCEDURES

- 2.1 To apply for participation in the Wellness Release Time program, the employee submits a completed application (see Appendix A) to his or her immediate supervisor. The supervisor and employee agree on a set schedule of Wellness Release Time, which is intended to be flexible and may change throughout the academic year. Any revisions from the approved schedule must be discussed in advance with the immediate supervisor. Resubmission of the application within the academic year of usage is not necessary.
- 2.2 The employee submits the signed and approved original application to the Employee Wellness Administrator.
- 2.3 Employees are responsible for monitoring their own usage of Wellness Release Time and ensuring compliance with program guidelines. Supervisors may request to verify hours of involvement for an employee that utilizes the Morris Recreation Center, Employee Wellness Program sponsored classes, and/or use the Activity Tracking Sheet (Appendix B).
- 2.4 The President of Texas A&M University-Commerce supports Wellness Release Time by supplementing employees' membership costs to the Morris Recreation Center. Memberships are available to employees at a discounted rate; however, membership to the Morris Recreation Center is not required to use Wellness Release Time.
- 2.5 Exceptions or deviations from this procedure must be approved in writing by the Employee Wellness Administrator.

Related Statutes, Policies, or Requirements

Texas Government Code Ch. 664 [*State Employees Health Fitness and Education*](#)

System Regulation [*31.02.13 Wellness Programs*](#)

Suspends University Procedure *31.99.99.R0.01 Wellness Release Time*

Appendixes

Appendix A [*Texas A&M University-Commerce Wellness Release Time Application*](#)

Appendix B *Sample Wellness Release Time Activity Tracking Sheet*

Contact Office

Human Resources
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Appendix B: Sample Wellness Release Time Activity Tracking Sheet

This sheet may be used by employees in accordance with Section 2.3.

Employee name: _____

Days/times requested: _____

Date	Time	Activity