

**31.99.99.R0.01 Wellness Release Time**  
Approved February 26, 2009



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## **Procedure Statement**

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- The Texas A&M University-Commerce wellness program is designed to benefit employees and is a voluntary program of physical exercise and fitness activities designed to improve the health and well-being of employees and reduce or eliminate problems affecting employee health and work productivity.
  - The objective of the wellness program is to provide a supportive environment that encourages employees to adopt healthy behaviors and positive lifestyle changes and help improve job performance, increase work satisfaction, and reduce health care/insurance costs.
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## **Reason for Procedure**

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This procedure outlines the definitions of the wellness program and describes the application and monitoring processes.

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## **Procedures and Responsibilities**

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### **2. DEFINITIONS**

- 2.1 The wellness release time program provides full-time, benefits-eligible employees 30 minutes during normal work hours up to three (3) times a week of release time for participation in physical exercise and fitness activities offered at the Morris Recreation Center.
- 2.2 Employees participating in the wellness release program must participate in the university health screening offered free of charge, or submit documentation from their personal physicians stating that testing has been completed within the last year.
- 2.3 Wellness release time is paid time, does not have to be made up, cannot be accrued, and does not need to be documented on timesheets.
- 2.4 Each semester of participation (Fall, Spring and Summer Sessions), employees must secure approval from immediate supervisors and department heads prior to participation

in the wellness program using the wellness release time application (see Appendix below).

2.5 Immediate supervisors and department heads are expected to make reasonable efforts to accommodate requests for participation in the wellness program. However, it must be recognized that participation may be disapproved if it is determined that the workflow and operation of the employee's department will be negatively impacted by the employee's absence to participate in the wellness program. If an application is denied, the supervisor or department head will indicate the reason(s) for the denial.

2.6 Abuse of the privilege to participate in the wellness program will subject the employee to revocation of the privilege and/or disciplinary action. Supervisors have the right to review records of employees' utilization of the Morris Recreation Center to verify hours of involvement.

### 3. APPLICATION AND MONITORING PROCEDURES

3.1 To apply for participation in the wellness program, the employee must submit a completed application (see Appendix below) to the immediate supervisor and department head. The application must specify the weekday(s) and time(s) of the wellness activities. Any deviations from the approved schedule must be approved in advance by the immediate supervisor or department head.

3.2 If the wellness application is approved by the supervisor and department head, the employee will submit the approved original application to the human resources office.

3.3 The employee will then register at the recreation center for physical exercise and fitness activities, pay fees, and complete the required forms.

3.4 Supervisors are responsible for monitoring the employee's wellness usage and ensuring compliance. If necessary, a supervisor may request to review records of the employee's utilization of the recreation center to verify hours of involvement.

3.5 Any exceptions to the definitions and procedures of the wellness program must be approved by the employee's vice president.

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## **Related Statutes, Policies, or Requirements**

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System Policy Section [31.99 General Benefits](#)

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## **Appendix**

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## Contact Office

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Human Resources  
903-886-5667