

## 31.02.13.K0.01 Wellness Release Time



Approved: June 13, 2017

Reviewed: July 19, 2018

Next Scheduled Review: July 19, 2023

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### Procedure Statement

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The Texas A&M University-Kingsville (TAMUK) Wellness Release Time program is designed to enhance the well-being of employees. It is a voluntary program consisting of university-sponsored physical fitness activities and wellness education opportunities during the workday.

The objective of the Wellness Release Time program is to provide a supportive environment that encourages employees to adopt healthy behaviors and positive lifestyle changes, 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 parameters of the Wellness Release Time program and describes the application and monitoring process.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 This procedure supplements System Regulation *31.02.13, Wellness Programs*.
- 1.2 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. University employees have access to facilities including the Student Recreation Center (with paid membership), the swimming pool, racquetball courts, bowling alley, tennis courts (except new intramural courts), and university walking areas. Other fitness activities as approved by the employee's immediate supervisor are also permissible.
- 1.3 Employees participating in the Wellness Release Time program must submit an application attesting that they have had an annual wellness exam within the past 12 months.
- 1.4 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.

- 1.5 Each academic year of participation, employees must secure approval from their immediate supervisor and their respective dean/department head prior to using Wellness Release Time.
- 1.6 Immediate supervisors and deans/department heads are expected to make sure reasonable efforts to accommodate requests for participation in the Wellness Release Time program. Participation may be disapproved or revoked if the operation of the department will be negatively impacted by the absence. If an application is denied, the supervisor or dean/department head must indicate reason(s) for denial.
- 1.7 The supervisor is responsible for monitoring compliance with the release time program procedure. If the approved request results in a modified work schedule, compliance with System Regulation 33.06.01, *Flexible Work Arrangements* is required.
- 1.8 Abuse of the privilege to participate in the Wellness Release Time program will subject the employee to revocation of the privilege and/or disciplinary action.
- 1.9 Wellness Release Time is not considered work time for purposes of Workers' Compensation benefits.

## 2. TRAINING/EDUCATION/INFORMATION

Information regarding this procedure will be provided by Human Resources.

## 3. MONITORING/COMPLIANCE REVIEW

Human Resources and employee participant supervisors will monitor the use and compliance of this procedure on an annual basis.

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## Related Statutes, Policies, Rules or Requirements

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[System Regulation 31.02.13, Wellness Programs](#)

[System Regulation 33.06.01, Flexible Work Arrangements](#)

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## Appendix

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Appendix A: *Texas A&M University-Kingsville Wellness Release Time Request*

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## Contact Office

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Office of Human Resources  
(361) 593-3705

**Appendix A: Wellness Release Time Request**

The Texas A&M University—Kingsville (TAMUK) Wellness Release Time program provides full-time, benefits-eligible employees 30 minutes of release time during normal work hours up to three (3) times a week for participation in physical exercise and fitness activities at TAMUK facilities<sup>1</sup>. Wellness Release Time may not interfere with the operation of the employee’s department. Supervisors reserve the right to change the time requested, decrease the amount of hours approved or revoke the approval due to business needs or abuse of the program. Supervisors are responsible for monitoring employee’s compliance with the University Procedure 31.02.13.K0.01, *Wellness Release Time*.

**INSTRUCTIONS:**

- Each academic year of participation, employees must submit a Wellness Release Time Request to their immediate supervisors prior to participation in the Wellness Release Time program.
- Any deviations from the approved schedule must be pre-approved by the employee’s immediate supervisor.
- If approved, submit the signed request to the Executive Director of Human Resources via campus mail or email to [Henry.Burgos@tamuk.edu](mailto:Henry.Burgos@tamuk.edu)
- Register for membership in Recreational Sports at the Student Recreation Center or on Marketplace, if desired. Memberships are the responsibility of the employee and may be paid through payroll deduction.

**HEALTH SCREENING EXEMPTION**

I certify that I have visited my physician for an annual health examination within the past year.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYEE INFORMATION (Print or Type)**

Employee Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Weekday(s) and time(s) being requested: \_\_\_\_\_

I understand that participation in the wellness program must be in compliance with the University Procedure 31.02.13.K0.01, *Wellness Release Time* and can be terminated by either the employee or supervisor at any time. I further understand that abuse of the privilege to participate in the wellness release program will subject me to revocation of the privilege, and my supervisor has the right to review records of my utilization of the Student Recreational Center or the employee wellness release program to verify my hours of participation. I acknowledge that Wellness Release Time is not considered work time for purposes of Worker’ Compensation benefits.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Dean/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

If denied, provide reason: \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> A membership to the Student Recreation Center may be purchased for use of that facility, but is not required to participate in the program.