

# SAP 31.99.99.T0.04 Employee Wellness Program



Approved: January 12, 2015  
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## Procedure Statement

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The Tarleton State University (Tarleton) Employee Wellness Program is designed to enhance the well-being of employees and reduce or eliminate lifestyle-related issues that affect the employee's health and work productivity.

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## Reason for Procedure

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This Standard Administrative Procedure (SAP) describes the Employee Wellness Program and outlines the processes for participating in the program.

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## Procedures and Responsibilities

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### 1. GENERAL

The Employee Wellness Program is a voluntary program of physical exercise and wellness activities designed to improve health and well-being. The objective of the 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, and reduce health care/insurance costs.

### 2. WELLNESS RELEASE TIME

2.1 Through the Employee Wellness Program, full-time, benefits-eligible employees may use 30 minutes during normal work hours, up to three (3) times a week for participation in physical exercise and fitness activities. Each approved program offering must maintain records of the specific employee participation. The immediate supervisor may require verification of participation at any time.

2.2 Employees who participate in the Wellness Release Time program must attest that they have had a physical exam within the past twelve months.

- 2.3 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.
- 2.4 Wellness release time must be taken in conjunction with the start or end of the work day or an addition to the lunch break. The employee must specify the weekday(s) and time(s) of the wellness activities. Any deviations from the approved schedule must be pre-approved by employee's direct supervisor.
- 2.5 Each academic year (September 1 through the August 31) of participation, employees must secure approval from their immediate supervisors and department heads prior to participation in the program using the [Wellness Release Time Application](#).
- 2.6 Immediate supervisors and department heads are expected to make reasonable efforts to accommodate requests for participation in the Wellness Release Time Program. However, it may be necessary to disapprove the request as submitted if it is determined that the workflow and operation of the department will be negatively impacted by the employee's absence to participate in this program. If an application is denied, the supervisor or department head must indicate the reason(s) for the denial.
- 2.7 Abuse of the privilege to participate in the Wellness Release Time Program may result in revoking the employee's participation in the program and/or disciplinary action. Supervisors have the right to review records of employees' utilization of the Tarleton Recreational Sports Center and other programs or activities to verify hours of involvement.

### 3. APPLICATION AND MONITORING PROCEDURES

- 3.1 To apply for participation in the Wellness Release Time program, the employee must complete a [Wellness Release Time Application](#) and submit it to his/her immediate supervisor and department head. The application must specify the requested weekday(s) and time(s) of wellness activities.
- 3.2 If the application is approved by the supervisor and department head, the employee will submit the approved application to the Wellness Director.
- 3.3 Supervisors are responsible for monitoring the employee's 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 Tarleton Rec Sports Center or Employee Wellness Program sponsored classes. If the employee uses the campus walking maps provided through the Employee Wellness Program, the supervisor assumes responsibility for tracking and monitoring the employee's participation.
- 3.4 Any exceptions to the definitions and procedures of the Wellness Release Time program must be approved to the employee's vice-president.

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

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

[\*Wellness Release Time Application\*](#)

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## **Contact Office**

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