

31.02.13.E0.01 Wellness Release Time

Approved September 28, 2016

Next Scheduled Review: September 28, 2021

Supplements System Regulation 31.02.13

Standard Administrative Procedure Statement

This procedure outlines administration of the Engineer Your Wellness (E-Well) initiative that strives to provide opportunities to engage in activities and events in several focus areas that promote health and well-being. Engineering Human Resources serves as the Wellness Program Administrator for the E-Well initiative.

Reason for Standard Administrative Procedure

This SAP explains the procedures employees must follow when requesting wellness release time in accordance with System Regulation 31.02.13 and Government Code 664.061(1).

Procedures and Responsibilities

1. WELLNESS RELEASE TIME (WRT)

- 1.1 Full-time, benefits-eligible employees are eligible to use 30 minutes during the employee's regular work hours, up to three (3) times a week, to exercise or participate in physical fitness activities as authorized by System Regulation 31.02.13 Wellness Programs.
- 1.2 Specific requests addressing physical disability limitations will be reviewed by the Wellness Program Administrator.
- 1.3 WRT is paid time which does not have to be made up. It may not be accrued, carried over or banked.
- 1.4 WRT 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 Employees who participate in WRT must sign the acknowledgement form provided by Engineering Human Resources.
- 1.6 Supervisors must consider the impact of each WRT request and anticipate the impact if approval would place an unreasonable burden on the member's ability to provide services of acceptable quality and quantity during the time requested. A well-communicated, consistent and structured WRT will help to alleviate conflicts and potential work load disruptions.

- 1.7 Supervisors and employees should utilize the acknowledgement form to document the cooperative understanding that the release time activities are consistent with “exercise” and “physical fitness activities” and that consideration has been afforded to the impact on the services provided by the division and adjustments as necessary within the structured plan.
- 1.8 The division is responsible for record keeping and compliance. The WRT acknowledgement will be kept in the employee’s official personnel file.
- 1.9 If at any time the employee or supervisor deems the approved WRT needs to be adjusted or ceased documentation to this will be placed in the employee’s official personal file.

Related Statutes, Policies, or Requirements

[Tex. Gov’t Code Ch. 664, State Employees Health Fitness and Education Programs](#)

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

[Wellness Release Time Acknowledgement Form](#)

Contact Office

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