



31.02.13. E0.01

Wellness Release Time and Programs

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Supplements System Regulation 31.02.13

Standard Administrative Procedure Summary

This procedure outlines administration of the Engineer Your Wellness (E-Well) program and Wellness Release Time. These initiatives strive to provide opportunities to engage in activities and events in several focus areas that promote health and well-being. Engineering Human Resources & Payroll serves as the Wellness Program Administrator for the E-Well initiative. This SAP explains the procedures for requesting wellness release time and participating in E-Well activities in accordance with System Regulation 31.02.13 and Government Code 664.061(1).

Procedures and Responsibilities

1. GENERAL

- 1.1 Wellness release time and programs are comprehensive worksite health promotion initiatives designed to promote a balanced lifestyle and to empower employees to prioritize their health.
- 1.2 These voluntary wellness and release time programs are designed to improve overall wellbeing, encourage employees to adopt healthy behaviors and positive lifestyles, improve job performance, increase engagement, and work satisfaction to reduce health care expenditures and insurance premiums. Wellness programs create a culture of self-betterment that benefits the organization at all levels.

2. WELLNESS RELEASE TIME (WRT)

- 2.1 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.



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- 2.2 Specific requests addressing physical disability limitations will be reviewed by the Wellness Program Administrator.
- 2.3 WRT is paid time which does not have to be made up. It may not be accrued, carried over or banked.
- 2.4 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.
- 2.5 Employees who participate in WRT must sign the acknowledgement form provided by Engineering Human Resources & Payroll.
- 2.6 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 workload disruptions.
- 2.7 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.
- 2.8 The division is responsible for record keeping and compliance. The WRT acknowledgement will be kept in the employee's official personnel file.
- 2.9 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 personnel file.

3. WELLNESS PROGRAMS

- 3.1 All full-time, benefits-eligible employees are allowed to participate in wellness programs without requiring use of personal leave time or Wellness Release Time.
- 3.2 Employees must discuss with their manager how to schedule time to attend wellness programs considering the individual employee's job duties and unit's workload.



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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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