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| **10.12 Wellness Program**  | **Revised: April 1, 2020** |

1. GOVERNING REGULATIONS

 These procedures are governed by The Texas A&M University System (System) Regulation, [*31.02.13 Wellness Programs*](http://policies.tamus.edu/31-02-13.pdf)*,* and Texas Government Code Ch. 664, [*State Employees Health Fitness and Education.*](http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.664.htm)

2. PURPOSE

 Texas A&M Forest Service (TFS) desires to enhance the well-being of employees and reduce lifestyle related issues that affect the employee's health and work productivity. The purpose of this procedure is to supplement System Regulation, *31.02.13* and to outline the administration and use of the TFS employee wellness program.

3. GENERAL

 3.1 TFS will allow any full-time/benefits-eligible employee who is not required to take the Work Capacity Test (WCT), to use up to 30 minutes per day, three (3) times per week for exercise. Employees required to take the WCT have separate provisions for exercise time in [Administrative Procedure 10.18](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1018%20Work%20Capacity%20Testing.docx).

 3.2 Exercise time permitted under this procedure is not time in which participants are considered employees, and worker's compensation coverage does not apply.

 3.3 TFS does not own or provide exercise equipment for its employees. Privately owned exercise equipment brought to the workplace for use under this procedure is subject to the approval requirements contained in [Administrative Procedure 60.04](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/6004%20Use%20of%20Personal%20Equipment.pdf). Exercise on privately owned equipment is done at the employee’s election and risk, and the employee is responsible for any injuries sustained while using the equipment.

4. PROCEDURES AND RESPONSIBILITES

 4.1 The supervisor and employee will agree on a set schedule which is intended to be flexible and may change throughout the fiscal year. Any revisions to the schedule must be agreed to in advance by the employee and supervisor.

 4.2 Supervisors are responsible for monitoring their employees' usage of exercise time, ensuring compliance with agency procedures. Supervisors may choose to use the [*Wellness Program - Exercise Tracking Sheet*](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Exercise%20Time%20Tracking%20Sheet.docx)to assist with their monitoring.

 4.3 The employee must complete the TFS Wellness Program Exercise Time Acknowledgment form located in TrainTraq (Course #2113316) prior to taking time off for exercise.

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