

31.02.13 Wellness Programs

Approved September 22, 2015
Next Scheduled Review: September 22, 2020



Regulation Statement

This regulation provides general guidance to all members of The Texas A&M University System (system) for the administration of programs designed to support the health and wellness of its employees.

Reason for Regulation

This regulation will ensure the members have guidance in offering specific health and wellness benefits and for uniformly administering these programs.

Procedures and Responsibilities

1. APPROVAL OF WELLNESS PROGRAMS

The offering of health and wellness benefits available under this regulation will be at the discretion of each member chief executive officer (CEO).

2. EMPLOYEE PARTICIPATION ELIGIBILITY

An employee who is benefits-eligible as defined in *Policy 31.02, Employee Insurance and Retirement Benefits*, excluding an employee in a position for which student status is a requirement for employment, is eligible to participate in wellness programs.

3. FUNDS AND FACILITIES

3.1 The member may use available funds and approved facilities for wellness education and activities.

3.2 The system may offer educational information, financial resources or negotiated discounts for wellness-related products and services.

4. WELLNESS COUNCILS

A member creating a wellness program will create a wellness council to promote wellness. The wellness council may work to:

- (a) increase employee interest in wellness;
- (b) develop and implement guidelines to improve agency infrastructure allowing for increased wellness; and
- (c) involve employees in wellness programs.

5. WELLNESS PROGRAMS

A member may:

- (a) allow each employee 30 minutes during normal working hours for exercise three times each week;
- (b) allow all employees to attend on-site wellness seminars when offered;
- (c) provide incentives for participation in a wellness program in accordance with applicable laws and regulations;
- (d) offer on-site clinic or pharmacy services in accordance with applicable laws and regulations; and
- (e) adopt additional wellness programs as determined by the member.

6. MEMBER PARTICIPATION REQUIREMENTS

6.1 The member must provide the following for approval as well as any subsequent changes through the System Office of Risk Management and Benefits Administration prior to offering the above benefits.

6.1.1 Identify the employee (position) who will be responsible for the administration and compliance activities related to wellness programs and this regulation. This role will be referred to as the “wellness program administrator.”

6.1.2 Submit the structure of its wellness council. The council should include at least the wellness program administrator and may include other members such as an employee from human resources, a health professional, or other employees as determined by the member.

6.1.3 For members who grant exercise time, identify who qualifies (i.e., all employees or only employees who participate in member-approved wellness activities) and who will be responsible for employee compliance, and establish a recordkeeping system for time used and any check-in or proof required for time usage. Include an acknowledgement form which confirms an employee’s knowledge that exercise time permitted under this section is not time in which they are considered an employee, and workers’ compensation coverage would not apply.

6.1.4 For wellness seminars, identify any limits (i.e., number of wellness activities in a year) and who will be responsible for employee compliance, establish a recordkeeping system for activities attended and any check-in or proof required

for time usage, and identify actions to be taken as a result of non-compliance and any other forms, guidelines, or requirements.

6.1.5 For monetary incentives, incentives to be offered must be approved at least annually by the System Office of Risk Management and Benefits Administration.

6.1.6 For any incentivized activity where a medical condition may limit an individual's participation, a reasonable alternate standard must be available upon request. As an example, for a walking program, a limited employee may qualify for the incentive with a modification such as fewer miles or swimming. This may be offered to the employee using guidance from the employee's physician.

6.2 Any additional wellness guidelines must be approved by the System Office of Risk Management and Benefits Administration.

Related Statutes, Policies or Requirements

[Tex. Ins. Code Ch. 1601, Uniform Insurance Benefits Act for Employees](#)

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

[System Policy 31.02, Employee Insurance and Retirement Benefits](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

System Office of Risk Management and Benefits Administration
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