

## 31.02.13 Wellness Programs

Revised [November 2, 2020](#)

Next Scheduled Review: November 2, 2025

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### Regulation Summary

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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.

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### Regulation

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#### 1. APPROVAL OF WELLNESS PROGRAMS

The offering of health and wellness benefits available under this regulation is 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*, 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 COMMITTEES

All members creating a wellness program should create a wellness committee to promote wellness. The wellness program will 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

The member must provide the following to System Benefits Administration (SBA) prior to offering the above benefits.

- 6.1.1 Identify the employee (position) who is responsible for the administration and compliance activities related to wellness programs and this regulation. This role is referred to as the “wellness champion.” This individual is appointed by the CEO or designee in conjunction with the member human resources officer.
- 6.1.2 Submit the structure of its wellness committee. The committee should include the wellness champion 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, (1) 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; (2) establish a recordkeeping system for time used and any check-in or proof required for time usage; and (3) 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 monetary incentives, incentives to be offered must be approved at least annually by SBA.
  - (a) At the chancellor’s discretion, funds may be provided for distribution to each member according to a formula involving the headcount at each member.
  - (b) Such funds may be distributed based upon an annual proposal and submitted to SBA by each member, describing the use for said funds throughout the year for wellness activities and related associated costs for food, incentives, etc.
  - (c) SBA will also require a summation, at the end of the year, detailing how the funds were actually used, including the numbers of people attending the events so that the information can be shared among the various members to broaden the scope of potential events and share successful experiences.

6.1.5 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.

6.1.6 Any additional wellness guidelines must be approved by SBA.

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

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

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

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

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## **Member Rule Requirements**

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A rule is not required to supplement this regulation.

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## **Contact Office**

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System Benefits Administration  
(979) 458-6330