



Standard Administrative Procedure (SAP)

31.02.13.L0.01 Health Release Time (HRT) Program

First Approved: January 22, 2008
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June 27, 2016
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Procedure Statement and Reason for Procedure

In accordance with Chapter 664 of the Texas Government Code and [System Regulation 31.02.13, Wellness Programs](#), the TAMIU Health Release Time (HRT) Program is designed to benefit employees and is a voluntary program of physical exercise and *HealthyU* wellness activities designed to improve the health and well-being of employees and reduce or eliminate problems affecting employee health and work productivity.

The objective of the HRT Program is to provide a supportive environment that encourages employees to adopt healthy behaviors and positive lifestyle changes that help improve job performance, increase work satisfaction, and reduce health care/insurance costs.

Procedures and Responsibilities

1. GENERAL

- 1.1 Only full-time, benefits-eligible employees are eligible to participate in the HRT Program.
- 1.2 Activities eligible for HRT are physical exercise and fitness activities at the TAMIU Kinesiology & Wellness Recreation Center or participation in any *HealthyU*-sponsored wellness activity.

- 1.3 Employees approved for participation in the HRT Program shall receive 30 minutes during normal work hours up to 3 times a week for HRT to participate in approved HRT activities at the TAMIU Kinesiology & Wellness Recreation Center or participation in any *HealthyU*-sponsored wellness activity. Normal fees for employee use of the TAMIU Kinesiology & Wellness Recreation Center will apply and are the responsibility of the employee.
- 1.4 HRT is paid time, does not have to be made up, cannot be accrued, and does not need to be documented on timesheets.
- 1.5 Prior to participation in the HRT Program, employees must secure approval from their Immediate Supervisor and Budgetary Unit Head using the HRT Application (available on the [Office of Human Resources \(HR\) website](#) under the “Forms” tab). The HRT Application may be completed for up to one academic year at a time. During HRT, participants are not considered employees, and workers’ compensation coverage does not apply.
- 1.6 Immediate Supervisors and Budgetary Unit Heads are expected to make reasonable efforts to accommodate requests for participation in the HRT Program. However, it must be recognized that participation may be disapproved if it is determined that the workflow and operation of the employee's department will be negatively impacted by the employee's absence to participate in the HRT Program. When a HRT Application is denied, the Immediate Supervisor and/or Budgetary Unit Head will indicate the reason(s) for the denial. Additionally, if participation is approved, supervisors reserve the right to change the time requested or decrease the amount of hours approved due to operational considerations.
- 1.7 Abuse of the privilege to participate in the HRT Program will subject the employee to revocation of the privilege and/or disciplinary action. Supervisors have the right to review records of the employee’s utilization of the TAMIU Kinesiology & Wellness Recreation Center or participation in any *HealthyU*-sponsored wellness activity to verify hours of involvement.

2. APPLICATION AND MONITORING PROCEDURES

- 2.1 To apply for participation in the HRT Program, the employee must submit a completed HRT Application (available on the [HR website](#) under the “Forms” tab) to the Immediate Supervisor and Budgetary Unit Head. The HRT Application must specify the weekday(s) and time(s) of the HRT activities.
- 2.2 If the HRT Application is approved by the Immediate Supervisor and Budgetary Unit Head, the employee will submit the approved original HRT Application to HR for filing.
- 2.3 If obtaining a Recreational Sports membership, the employee will go to Recreational Sports to register for physical exercise and fitness activities, complete required forms, and pay fees.
- 2.4 Supervisors are responsible for monitoring the employee’s HRT usage and ensuring compliance. If necessary, a supervisor may request to review records of the employee’s utilization of the TAMIU Kinesiology & Wellness Recreation Center or participation in any *HealthyU*-sponsored wellness activity to verify hours of involvement.

Related Statutes, Policies, Regulations, or Rules

[Texas Government Code, Chapter 664, State Employees Health Fitness and Education Programs System Regulation 31.02.13, *Wellness Programs*](#)

Contact Office

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