

SAM HOUSTON STATE UNIVERSITY WELLNESS PROGRAM

01. POLICY STATEMENTS

- 01.01 The purpose of this program is to provide, as a privilege, an opportunity for regular full-time Sam Houston State employees to participate in a voluntary wellness program by utilizing educational and recreational facilities made available to them on the Sam Houston State campus.
- 01.02 Chapter 664 of the Government Code authorizes state agencies to use funds and facilities for fitness programs.

02. OBJECTIVE AND DEFINITION

- 02.01 The objective of the Sam Houston State Wellness Program is to encourage faculty and staff to utilize on-campus facilities to achieve and maintain an improved level of personal health which research shows leads to improved job performance, increased work satisfaction and reduced health care/insurance costs.
- 02.02 The Sam Houston State Wellness Program consists of various voluntary wellness-related activities that qualify as eligible for release time. Activities that qualify for release time are:
 - a. Wellness Activities
 - b. Health Fitness Screenings/Assessments
 - c. Stress Management Classes
 - d. Smoking Cessation Classes
 - e. Weight Loss Classes
 - f. Nutrition Classes
 - g. Health Risk/Injury Reduction Classes

03. PROCEDURES FOR PARTICIPATION

- 03.01 Employees approved for participation in the Wellness Program shall receive a maximum of 30 minutes release time per day for approved wellness activities on the Sam Houston State University campus only. Release time may not be granted for participation in wellness activities off the Sam Houston State campus. Release time is paid time and does not have to be made up. For documentation and tracking purposes, employees will check in/out at the Recreational Sports facility using their university I.D. when participating in the program. Participation reports will be available upon request.
- 03.02 Approval from the appropriate authority must be secured prior to participation in the Wellness Program. The approval authority for employees is their account manager. The approval authority for account managers is their supervisor or approved designee.
- 03.03 Approval authorities shall make reasonable efforts to honor requests for participation in the Wellness Program but retain sole judgment and discretion whether or not granting a request is in the best interests of his or her work unit.
- 03.04 To apply for approval to participate in the Sam Houston State Wellness Program, employees must fill out the Sam Houston State University Wellness Committee Release Time form, complete with their supervisor's signature. This form will then be faxed to the Student Health Center. Participation requires an annual enrollment, which expires on the anniversary of enrollment date.
- 03.05 Only current full-time employees are eligible to participate in the Sam Houston State Wellness Program.
- 03.06 Abuse of the privilege to participate in the Wellness Program will subject the employee to revocation of the privilege and possibly disciplinary action.
- 03.07 Any exceptions to the policy and procedures of this program must be approved by the employee's immediate supervisor.

04. REVIEWERS OF THIS PROGRAM

- 04.01 Reviewers of this program include the following:
 - Position
 - Chair, Staff Council
 - Chair, Faculty Senate
 - Associate Vice President of Human Resources and Risk Management

Approved by the President's Cabinet