



# Standard Administrative Procedure (SAP)

## 31.02.13.L1.01 Health Release Time (HRT) Program

**First Approved:** January 22, 2008  
**Revised:** March 25, 2013  
June 27, 2016  
**Next Scheduled Review:** June 27, 2021

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### Procedure Statement and Reason for Procedure

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In accordance with Chapter 664 of the Texas Government Code and [System Regulation 31.02.13, Wellness Programs](#), the TAMIU HRT Program is designed to benefit employees and is a voluntary program of physical exercise and fitness 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.

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### Procedures and Responsibilities

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1. GENERAL
  - 1.1 Only full-time, benefits-eligible employees are eligible to participate in the HRT Program.
  - 1.2 Activities that qualify as eligible for Health Release Time (HRT) are physical exercise and fitness activities in the TAMIU Kinesiology & Wellness Recreation Center or participation in any HealthyU sponsored fitness 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 Health Release Time (HRT) to participate in approved HRT activities in the TAMIU Kinesiology & Wellness Recreation Center or participation in any HealthyU-sponsored fitness 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 Each semester of participation (Fall, Spring, and Summer Session), employees must secure approval from Immediate Supervisor and Budgetary Unit Head prior to participation in the HRT Program using the HRT Application (available below).
- 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.
- 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 Kinesiology & Wellness Recreation Center or participation in any HealthyU-sponsored fitness 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 below) to the Immediate Supervisor and Budgetary Unit Head. The HRT Application must specify the weekday(s) and time(s) of the HRT activities. Any deviations from the approved schedule must be re-approved in advance by the Immediate Supervisor and Budgetary Unit Head.
- 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 the Human Resources Office for filing.
- 2.3 If obtaining a Recreational Sports membership, the employee will then go to Recreational Sports to register for physical exercise and fitness activities, pay fees, and complete required forms.
- 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 Kinesiology & Wellness Recreation Center or participation in any HealthyU-sponsored fitness activity to verify hours of involvement.

- 2.5 Any exceptions to the definitions and procedures of the HRT Program must be approved by the employee's VP.

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## **Related Statutes, Policies, Regulations, or Rules**

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

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## **Contact Office**

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Office of Human Resources, 956-326-2365



# Texas A&M International University

## Health Release Time (HRT) Application

The TAMIU Health Release Time (HRT) Program provides full-time, benefits-eligible employees 30 minutes during normal work hours up to 3 times a week of Health Release Time (HRT) for participation in physical exercise and fitness activities offered in the TAMIU Kinesiology & Wellness Recreation Center or participation in any HealthyU-sponsored fitness activity. The HRT Application must be approved in advance by the Immediate Supervisor and Budgetary Unit Head, and HRT may not interfere with the workflow and operation of the employee's department. Only full-time, benefits-eligible employees are eligible for HRT. Supervisors reserve the right to change the time requested or decrease the amount of hours approved due to operational considerations.

### INSTRUCTIONS:

- Each semester of participation (Fall, Spring, and Summer Session), submit a completed HRT Application to your Immediate Supervisor and Budgetary Unit Head prior to participation in the HRT Program.
- The HRT Application must specify the weekday(s) and time(s) of the HRT activities. Any deviations from the approved schedule must be re-approved in advance by the Immediate Supervisor and Budgetary Unit Head.
- If approved, submit original HRT Application to HR for filing.
- If obtaining a Recreational Sports membership, go to Recreational Sports to register for physical exercise and fitness activities, pay fees, and complete required forms. Normal fees for employee use of TAMIU Kinesiology & Wellness Recreation Center will apply and are the responsibility of the employee.
- Supervisors are responsible for monitoring the employee's HRT usage and ensuring compliance. A supervisor may request to review records of the employee's utilization of the Kinesiology & Wellness Recreation Center or participation in any HealthyU-sponsored fitness activity.

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### EMPLOYEE INFORMATION:

Employee's Name: \_\_\_\_\_ TAMIU Email: \_\_\_\_\_ Ext: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee UIN: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Year: \_\_\_\_\_ Check One:  Fall  Spring  Summer

Weekday(s) and time(s) being requested: \_\_\_\_\_

Total hours per week being requested: \_\_\_\_\_ Activity attending: \_\_\_\_\_

I understand that participation in the HRT program can be terminated by either the employee or supervisor at any time. I further understand that abuse of the privilege to participate in the HRT Program will subject me to revocation of the privilege and/or disciplinary action; and that my supervisor has the right to review records of my utilization of the Kinesiology & Wellness Recreation Center or participation in a HealthyU-sponsored fitness activity to verify my hours of involvement.

X \_\_\_\_\_  
SIGNATURE – Employee Date

- Approved
- Not Approved for the following reason(s):  
(Must be provided by Immediate Supervisor and/or Budgetary Unit Head).

\_\_\_\_\_  
\_\_\_\_\_

X \_\_\_\_\_  
SIGNATURE – Immediate Supervisor Date

X \_\_\_\_\_  
SIGNATURE – Budgetary Unit Head Date