
PROCEDURE STATEMENT

Employee benefits, engagement, and professional development opportunities create a culture that benefits Texas A&M AgriLife Extension Service (AgriLife Extension) at all levels. This procedure supplements The Texas A&M University System (A&M System) Regulation 31.02.13, *Wellness Programs*.

REASON FOR PROCEDURE

This procedure describes administration of the employee wellness initiative coordinated by AgriLife Extension.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 The wellness programs are comprehensive worksite wellness programs designed to encourage employees to live healthier lifestyles, to support a healthy workplace, and to create a culture of wellness by focusing on physical, financial, and interpersonal aspects of health.
- 1.2 These voluntary programs are designed to improve overall well-being, encourage employees to adopt healthy behaviors and positive lifestyles, improve job performance, increase engagement and work satisfaction, and reduce health care expenditures and insurance premiums.

2.0 WELLNESS ROLES

- 2.1 *Wellness Program Administrator*—AgriLife Extension will designate a Wellness Program Administrator. This individual is responsible for development, administration, communication, and evaluation of programs offered under the respective wellness program.
 - 2.2 *Wellness Advisory Council*—AgriLife Extension will designate a Wellness Advisory Council comprised of key stakeholders and partners that represent and encompass various aspects of wellness.
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DEFINITIONS

Benefits-Eligible Employees—Employees budgeted by name for 50 percent or more time for at least four and one-half months, excluding students holding positions for which student status is a requirement for employment.

Physical Fitness Activities—Individual or group activities designed to maintain or improve strength, flexibility, balance, endurance, or cardiovascular fitness, and to sustain or increase physical fitness. Employees are encouraged to consult with a physician before undertaking any physical activity program.

Onsite Wellness Programs—Employer-sponsored wellness programs and activities offered by AgriLife Extension in which employees may participate with supervisor approval without requiring use of personal leave time. These wellness programs include—but are not limited to—health fairs, flu vaccine clinics, financial wellness seminars, employee assistance programs, and onsite health screenings.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

[A&M System Regulation 31.02.13, Wellness Programs](#)

CONTACT OFFICE

For questions regarding this procedure, contact Texas A&M AgriLife Human Resources at 979-845-2423, or by email at AgriLifeWellness@ag.tamu.edu.

REVISION HISTORY

Approved: June 22, 2017

Next Scheduled Review: June 22, 2022