

HR LIAISON NETWORK NEWS



Please make the following information available to employees in your department as appropriate.

May 20, 2016 – SPECIAL NETWORK NEWS MESSAGE

Sent on behalf of Wellness Works

Wellness Release Time – Supervisor Tips

The following information was sent to Texas A&M University supervisors on May 18. Please watch your email for additional information coming soon!

Texas A&M University Supervisors,

Human Resources would like to provide you, our frontline leaders, with advance notice of an exciting wellness opportunity, [Wellness Release Time](#) (WRT), which is scheduled to be communicated campus wide tomorrow. WRT provides all full-time, benefits-eligible, Texas A&M employees the opportunity to use 30 minutes of their regular work hours, up to three (3) times a week, to exercise or participate in physical fitness activities. President Young sent a message to your VPs and/or Deans demonstrating his support for WRT and communicating the overarching goal of creating and sustaining a university-wide culture of wellness. Additionally, Human Resources would like to prepare you for implementation in your respective units by providing you some tips below.

Where do I start?

Implementation of WRT should begin with an open dialogue between you and your employee(s) to discuss participation details and determine a schedule that supports employee(s) while balancing the business needs of the department. If several employees request to take the WRT at the same time, perhaps you, as the supervisor, could have a group discussion so the impacted employees could help find a workable solution for all.

How is WRT documented?

Specifics of the WRT arrangement are to be established between you and your employee(s). Employees participating in WRT will acknowledge their participation on the Wellness Release Time Acknowledgement form which will be kept in the employee's personnel file (form found [here](#)). WRT participation will remain in effect as agreed upon by you and your employee(s) until specific circumstances require a reevaluation.

Where can I get help?

Questions, comments, or ideas can be referred to wellness@tamu.edu. One of our dedicated wellness team members will respond to your inquiries as quickly as possible. In addition, one-on-one assistance will be available to you should you prefer to visit with someone face-to-face. Requests to meet with a wellness team member should be submitted to the wellness email address included above. Also, our wellness team is available to come to your units to participate in your staff meetings and provide general information or guidance.

Human Resources recognizes the critical role that you play in helping shift Texas A&M's culture to one of holistic wellness. We hope that you will join us in promoting this wellness opportunity, as well as others that will be announced in the coming weeks. These include: expanded, on-campus fitness sessions, a Fitbit corporate wellness program, and a volunteer network of WELL Leaders in colleges/divisions.

Be on the lookout for these exciting programs coming soon! For more information about WRT and other Wellness Works programs, please visit <http://employees.tamu.edu/benefits/wellness/>.

Mary A. Schubert
Engagement Coordinator



Next Network Meeting:
June 28, 2016

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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