

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.E.08

AREA: Miscellaneous Benefits

SUBJECT: Employee Health Fitness and Education

1. PURPOSE

The State Employees Health Fitness and Education Act ([Texas Government Code 664.00 et.seq](#)) of 1983 was enacted to encourage health fitness in state administrators and employees.

2. POLICY

2.1. The University of Houston System encourages component universities to make funds and facilities available for health fitness programs for all employees.

2.2. In accordance with [Texas Government Code 664.004](#), a component university may use available public funds for:

2.2.1. Health fitness education and activities; or

2.2.2. Other costs related to health fitness.

In addition, a component university may use available facilities for health fitness programs.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before September 1

4. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: May 13, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	01/25/1996	Initial edition
2	05/25/2005	Applied revised SAM template to meet current documentation standards. Removed information about using available public funds and facilities for health fitness programs from Section 2.1. Removed Section 2.3 on each component campus developing policies and procedures to implement an employee health and fitness program. Changed responsible party from Vice Chancellor for Administration and Finance to Assistant Vice Chancellor for Human Resources. Changed review period from annually on or before September 1 st to every three years on or before August 31 st . Added Vice Chancellor for Administration and Finance to approval process in Section 4
3	12/01/2010	Applied revised SAM template to meet current documentation standards. Removed information about state funds and removed written approval from the governor from Section 2.2. Added available public funds and their uses to Section 2.2.1 and Section 2.2.2. Changed responsible party from Assistant Vice Chancellor for Human Resources to Associate Vice Chancellor for Finance. Changed review period from every three years on or before August 31 st to every five years on or before September 1 st
4	05/13/2016	Added new SAM Revision Log. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. No additional changes were made by the Subject Matter Experts (SMEs)