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|  | <b>STANDARD OPERATING PROCEDURE</b><br><small>State Form 39870 ( R/ S- 06 )</small>                           | Reference Number<br><b>HMR-040</b>     |
|   | Subject<br><b>WHOLE Employee Policy (Wellness, Health, &amp; Opportunities for Learning &amp; Engagement)</b> |  |
|   | Special Instructions<br>Replaces TRA-018 dated July 6, 2018   | Effective Date<br><b>March 7, 2022</b> |

## **I. PURPOSE**

Establishes the WHOLE Employee program as a voluntary program to assist authorized personnel in maintaining an acceptable and healthy level of wellness and allow employees to engage in other opportunities to improve their lives.

## **II. POLICY**

The Department will make duty hours available to all authorized personnel, to perform approved wellness activities. All expenses incurred for WHOLE hours are the responsibility of the employee.

## **III. PROCEDURE**

A. All Department Employees are eligible for use of three (3) WHOLE hours during duty time, subject to the needs of the Department. The Department should make reasonable efforts to accommodate an employee's request if possible; however, due to the circumstances of a job assignment (e.g. District Duty Officer without a relief officer, inclement weather, operational needs etc.), personnel may be denied permission to utilize WHOLE hours.

### A. WHOLE Hours

1. An employee's use of WHOLE hours (as authorized in this SOP) is strictly voluntary. Injuries occurring while conducting physical training during the use of WHOLE hours shall be immediately reported as outlined in HMR-021. It is the employee's responsibility to follow the guidelines set forth in this procedure regarding the types of authorized physical training.

2. Personnel may request and utilize up to three (3) WHOLE hours on-duty time per week. WHOLE hours will be recorded using Duty Code 1700 on the Shield Activity Report or the [WHOLE Reporting Form](#).

3. WHOLE hours are to be used for but are not limited to:

- a. Health and wellness activities, such as physical training\*, wellness programming, EAP;
- b. Voluntary learning and professional developmental activities;
- c. Financial awareness; or
- d. Employee engagement activities designed to benefit the Department, such as teambuilding, staff assemblies, or seasonal celebrations.

\*Note: Weightlifting or resistance training programs shall only consist of general body conditioning and strengthening. Programs designed for competition or power development (e.g. maximum lifts) are not approved for this program.

4. WHOLE hours shall not be used to for competitions of any kind, competitive sports, contact sports, or practices thereof.
  5. WHOLE hours are never cumulative and must be taken in one-hour increments. Overtime or compensatory time shall not be granted to utilize WHOLE hours.
  6. WHOLE hours may be utilized on or off-site (private or public) and outside of the employee's normal work schedule.
  7. An employee may lose the privilege of WHOLE hours for any abuse or violation of this policy.
  8. An employee's past and current job performance should be considered by a commander or supervisor when permitting use of the time.
  9. An employee approved for a limited duty status with commander approval may be eligible to utilize WHOLE hours during the limited duty status.
  10. Employees authorized WHOLE hours as part of a specialty team will not be allowed additional hours through this program and will follow the WHOLE requirements for their specialty team.
  12. Employees utilizing WHOLE hours shall not consume any alcohol or other intoxicating substance in accordance with the State's Drug and Alcohol Free Workplace Policy.
- B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.