



**Indiana State  
Personnel Department**

Policy Title	<b>WHOLE Employee Policy Wellness, Health, &amp; Opportunities for Learning &amp; Engagement</b>
Effective Date	March 7, 2022
Supersedes	-
Approval	 <b>State Personnel Director</b>
References	42 IAC 1-5-1 (Gifts; travel expenses, waivers), 42 IAC 1-5-13 (Ghost employment) IC 4-2-6-17 IC 35-44.1-1-3 Fiscal Prudence Measures (FMC 1.1) Agency Policies State Ethics Commission Formal Advisory Decisions: 2018-FAO-005 (Jan. 2018); No. 17-I-6 (April 2017)

## PURPOSE

To promote learning and development activities and to encourage agencies to invest in employee engagement and health and wellness activities.

## SCOPE

This policy shall apply to all agencies in the executive branch of state government who employ individuals in the State Civil Service.

## POLICY STATEMENT

It is the policy of the state of Indiana that agencies should strive for high employee engagement, support health and wellness of state employees, and promote a culture of continuous improvement through learning and development. To further this policy objective, agencies may conduct activities utilizing state property and during compensable work hours consistent with this policy and Indiana law. This policy will assist the state in recruiting and retaining the best individuals to serve Hoosiers, lowering turnover, and increasing morale and engagement.

Participation in these activities shall not significantly or negatively impact the performance of an employee's work, an agency's service to the taxpayers, or an agency's operations. Moreover, participation in these activities shall not result in significant cost to the state. Agencies should be

mindful of liabilities such as the payment of overtime compensation or the accrual of compensatory time when scheduling these events.

#### Health and Wellness

Agencies are encouraged to permit participation in the state's wellness programming during work hours through the use of flexible scheduling. Examples of voluntary health and wellness activities include utilization of the Employee Assistance Program (EAP) and activities associated with the state's wellness programming (e.g., wellness coaching, health assessments, instructor-led and computer-based training courses, and wellness challenges). Although employees generally may not be paid for time spent engaged in these voluntary activities that occur outside of compensable break periods, agencies should utilize flexible scheduling where operational needs allow to ensure reasonable access to health and wellness activities.

#### Learning and Development

Agencies should permit employees to engage in learning and development activities relevant to their jobs during compensable work hours, and agencies should support and recognize employees engaged in learning and development activities.

Agencies may contribute toward or incur the complete cost of voluntary learning and development activities at the Appointing Authority's or designee's discretion consistent with the state's fiscal policies. Examples of voluntary learning and development opportunities include but are not limited to computer-based and instructor-led training courses, coaching, mentoring, job-shadowing and rotational programs, on-the-job training, conferences, and workshops. Compensable time spent on voluntary learning and development activities should not unduly interfere with or become a substitute for performance of assigned duties.

Additionally, agencies are encouraged to inform employees of relevant learning and development opportunities available internally, from other agencies, or through external sources that align with the purpose of this policy.

#### Employee Engagement

Agencies are encouraged to permit participation in voluntary employee engagement activities during compensable work hours. Employee engagement activities may occur on or off-site but must be approved by the agency's Appointing Authority and be related to the operations of the agency and/or state of Indiana business to constitute compensable work time.

In many cases, employee engagement activities are designed to encourage teambuilding, foster a positive and engaging culture, establish stronger working relationships, celebrate agency and individual accomplishments, and improve employee satisfaction.

Examples of employee engagement activities include agency staff assemblies, team meetings, short seasonal celebrations, teambuilding events, employee engagement committees, and employee/agency recognition celebrations.

Not all events, however, may be considered an authorized employee engagement activity. This policy does not permit activities for which a substantial amount of the time is spent recreationally or for purposes of entertainment. Additionally, volunteer activities must comply with the state's laws, rules, and policies regarding the SECC and community service leave.

Consistent with the state's Drug and Alcohol Free Workplace Policy, under no circumstances may alcohol or any other intoxicating substance be consumed at any employee engagement activity.

## RESPONSIBILITIES

### Appointing Authorities and/or designees are responsible for:

- Ensuring WHOLE initiatives relate to the strategic initiatives of the agency and/or state of Indiana;
- Guaranteeing all employees have an equal opportunity to choose whether to participate in WHOLE initiatives within operational capabilities;
- Utilizing state materials, funds, property, personnel, facilities, and equipment responsibly and in accordance with Indiana law and the state's fiscal policies;
- Seeking guidance in advance from the Indiana State Personnel Department, State Budget Agency, and/or Office of the Inspector General for WHOLE initiatives that might cause more-than-nominal operational and/or fiscal impacts; and
- Informing employees of relevant learning and development opportunities available internally, from other agencies, or through external sources that align with purpose of this policy.
- Establishing an internal procedure or process for soliciting ideas for, organizing, and conducting employee engagement events.

### Supervisors are responsible for:

- Reviewing and, when appropriate, approving requests to participate in WHOLE initiatives;
- Not unreasonably denying an employee's request to participate in WHOLE initiatives;
- Providing flexible scheduling for employees participating in WHOLE initiatives;
- Identifying in advance the amount of time spent on an activity, if any, which constitutes compensable time; and
- Ensuring participation in WHOLE initiatives does not interfere with the performance of regularly assigned duties.

### Employees are responsible for:

- Following agency procedure when securing supervisor approval before participating in WHOLE activities. Utilizing time approved to be spent on these activities solely for the purpose intended and properly designating compensable time on the timesheet;
- Ensuring participation in WHOLE initiatives does not interfere with the performance of regularly assigned duties;
- Following all state of Indiana and agency policies while participating in WHOLE initiatives; and
- Submitting authorized business expenses in accordance with state reimbursement policies.

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