REVIEW/REVISION HISTORY:

Effective: 7/1/83 DOC 851.015
Revised: 10/1/85
Revised: 11/1/88
Revised: 7/30/99
Revised: 8/30/07 DOC 850.015
Reviewed: 8/29/08
Revised: 8/17/09
Revised: 1/9/12
Revised: 6/1/15

SUMMARY OF REVISION/REVIEW:

Adjusted employee title throughout
Section II. - Added clarifying language throughout

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

4/27/15 Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 41.04.700-730; ACA 4-4071; A Supervisor’s Guide to the Employee Assistance Program

POLICY:

I. The Department will provide resources to supervisors and employees concerning employee personal problems that impact job performance or are detrimental to the Department.

II. Employee personal problems and/or behavior off the job are the concern of the Department if they impact employee work performance, are detrimental to the Department, or are in conflict with any Department policies or operations.

DIRECTIVE:

I. General

A. Employee problems or behavior which become cause for official Department concern must be documented and include, but are not limited to:

1. Addiction issues (e.g., alcohol, substance abuse, gambling),
2. Law violations,
3. Improper personal relationships with offenders,
4. Interpersonal conflict,
5. Sexual harassment, and
6. Racism and other discriminatory behaviors.

B. Alcohol/substance abuse and mental illness are considered health problems for which an employee may use sick or other appropriate leave for treatment.

II. Staff Counseling Program [4-4071]

A. Staff Psychologists provide employees and contract staff counseling services including, but not limited to:

1. Critical Incident Stress Management (CISM),
2. Crisis intervention,
3. Conflict management/mediation services,
4. Brief assessment/short-term counseling, as time and resources allow,
5. Referral for work-related, personal, emotional, or psychological issues which may impact performance in the workplace, and
6. Addiction issue(s) referrals.
B. All communication related to staff counseling services will be confidential unless specified by law and/or Department policy or clarified in writing before receiving services.

1. Information may only be released as identified in DOC 03-422 Staff Counseling Informed Consent and Disclosure or with the employee/contract staff’s permission as indicated on DOC 03-475 Authorization for Release/Request of Health Information, which will be maintained in the appropriate Staff Psychologist file.

C. Staff Psychologists are not to provide long-term mental health services. An employee with an emergent or long-term mental health concern should consult his/her physician or licensed mental health professional.

D. A supervisor/manager may require employees/contract staff to attend mandatory CISM services.

E. Employees/contract staff may use work time to use staff counseling services for incidents requiring mandatory CISM debriefing. Employees may be allowed to use staff counseling services for non-mandatory situations during their normal working hours.

III. Supervisory Responsibility

A. Supervisors who become aware that personal problems of employees under their supervision are impacting job performance will advise the employee:

1. Of potential official concern and urge the employee to seek appropriate counsel and that the Staff Psychologists are available for this purpose.

2. [4-4071] That services are also available through the Washington State Department of Enterprise Services’ Employee Assistance Program, which is a resource available to all state employees and their family members.

3. That Staff Counseling and the Employee Assistance Program are voluntary, confidential services which help with personal or work-related problems that may be impacting work performance, including:

   a. Health
   b. Marital
   c. Family
   d. Financial
   e. Alcohol
   f. Drug
   g. Legal
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TITLE</strong></td>
<td>STAFF COUNSELING AND EMPLOYEE ASSISTANCE</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>h.</td>
<td>Emotional</td>
</tr>
<tr>
<td>i.</td>
<td>Stress</td>
</tr>
<tr>
<td>j.</td>
<td>Other personal issues</td>
</tr>
</tbody>
</table>

IV. Employee Responsibility

A. Employees are responsible for deciding to seek diagnosis and accept treatment for personal problems. Employees who suspect they have a problem should voluntarily seek information and counseling and, when indicated, follow through with prescribed treatment.

B. Employees are responsible for correcting unsatisfactory job performance or behavior resulting from personal problems. Failure to do so may result in appropriate corrective/disciplinary action.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 03-422 Staff Counseling Informed Consent and Disclosure
DOC 03-475 Authorization for Release/Request of Health Information