



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
11/26/20

PAGE NUMBER
1 of 4

NUMBER
DOC 850.015

POLICY

TITLE
EMPLOYEE WELLBEING AND RESOURCES

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
- Revised: 11/26/20

SUMMARY OF REVISION/REVIEW:

Major changes to include title. Read carefully!


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

10/27/20

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 41.04.700-730](#); [RCW 70.02](#); [WAC 139-07-030](#); [WAC 246-924-363](#)

POLICY:

- I. The Department will provide resources to supervisors and employees concerning employee personal and/or professional issues and concerns.

DIRECTIVE:

- I. General Responsibilities
 - A. Employees who suspect they have a personal or work-related problem that is impacting work performance should voluntarily seek information/counseling and, when indicated, follow through with prescribed treatment.
 1. Employees must correct unsatisfactory job performance or behavior resulting from personal issues.
 - a. Failure to correct performance/behavior may result in appropriate corrective/disciplinary action.
 - B. Supervisors who become aware that an employee under their supervision has a personal/work-related issue or concern will provide information about the Staff Psychology Team and the Department of Enterprise Services (DES) [Washington State Employee Assistance Program \(EAP\)](#).
- II. Staff Psychology Team
 - A. The Staff Psychology Team consists of the Chief Staff Psychologist and Staff Psychologists for each region.
 1. As time and resources allow, Staff Psychologists will:
 - a. Visit each Department work location in their region monthly to provide onsite availability.
 - b. Provide employees services, including:
 - 1) Brief, solution-focused consultations
 - 2) Stress intervention/management
 - 3) Supervisory consultation
 - 4) Crisis intervention

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5) Team development (e.g., mediation, team building)

2. Staff Psychologists will not provide ongoing mental health treatment.

B. Employees may use work time to use Staff Psychology Team services during normal working hours provided coverage needs have been approved by their supervisor.

C. All communication related to Staff Psychology Team services are confidential and privileged unless:

1. Disclosed per RCW 70.02 or WAC 246-924-363, or
2. Released by the employee on DOC 03-475 Authorization for Release/ Request of Health Information.

III. Psychological Evaluations

A. Psychological evaluations will not be shared with the employee being evaluated or maintained in personnel files.

1. Psychological evaluations will be maintained by the Staff Psychology Program pursuant to WAC 246-924-354.

B. Staff Psychologists will conduct pre-employment evaluations per Peace Officer Standards and Training and WAC 139-07-030.

C. Contracted psychologists will conduct Independent Medical Evaluations (e.g., Fit for Duty) and psychological evaluations for current employees.

IV. Employee Assistance Program

A. EAP is a free, voluntary, and confidential program provided by DES that provides a variety of resources to assist with personal or work-related problems.

B. Employees and family members 18 and older, who reside in the employee's household are eligible for services and referrals from EAP.

C. Managers, supervisors, and Human Resources employees may contact EAP for assistance with workplace or supervisory issues.

DEFINITIONS:

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



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ATTACHMENTS:

None

DOC FORMS:

[DOC 03-475 Authorization for Release/Request of Health Information](#)