

APPLICABILITY DEPARTMENT WIDE

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THE NUMBER NUMBER DOC 850.015

TITLE

POLICY

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

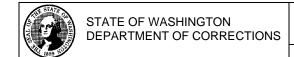
Revised: 8/30/07 DOC 850.015

Reviewed: 8/29/08 Revised: 8/17/09 Revised: 1/9/12 Revised: 6/1/15 Revised: 11/26/20 Reviewed: 6/16/25

Department of Corrections

SUMMARY OF REVISION/REVIEW:

No content changes made.		
APPROVED:		
Signature on file		
	6/13/25	
TIM LANG, Secretary	Date Signed	



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REFERENCES:

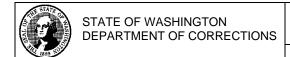
DOC 100.100 is hereby incorporated into this policy; <u>RCW 41.04.700-730</u>; <u>RCW 70.02</u>; <u>WAC 139-07-030</u>; <u>WAC 246-924-363</u>

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.
 - 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) <u>Washington State Employee Assistance Program (EAP)</u>.
- 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

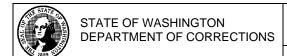
- A. Psychological evaluations will not be shared with the employee being evaluated or maintained in personnel files.
 - 1. Psychological evaluations will be maintained by the Staff Psychology Program pursuant to WAC 246-924-354.
- B. Staff Psychologists will conduct pre-employment evaluations per Peace 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