

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Employee Behavioral Health Services
POLICY NUMBER: HR-5.04
EFFECTIVE DATE: November 2001
SUPERSEDES: N/A
LAST REVISION DATE: January 2009

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to recognize that problems of a personal nature such as stress, depression, family problems or substance abuse can have a negative effect on employees' work behavior or performance. It also recognizes that many personal problems can be dealt with successfully if identified early and appropriate care is received.

The State Health Benefit Plan provides a behavioral health services benefit in order to assist employees in the areas of mental health and substance abuse. Employees are encouraged to seek assistance for personal problems that may be having a negative effect on work behavior or performance.

ELIGIBILITY:

All employees and covered dependents with health insurance through the State Health Benefit Plan, including employees with HMOs are eligible for behavioral health services.

ACCESSING SERVICES:

Employees may access behavioral health services by calling the telephone number on their health insurance cards. Supervisors are encouraged to refer employees to behavioral health services when work behavior or performance issues appear to be related to personal problems.

PARTICIPATION:

Participation in behavior health services must not hinder routine job expectations or excuse employees from warranted disciplinary action.

RECORDS:

All records and discussions of personal problems are to be handled in a confidential manner and shared with other individuals only on a "need to know" basis. Reference to participation in behavioral health services is not to be maintained in official personnel files.

For additional information or assistance, please contact the Human Resource Department.

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date