

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 01/25/2017	NUMBER 02.04.107
SUBJECT EMPLOYEE SERVICE PROGRAM		SUPERSEDES 02.04.107 (02/02/1998)	
		AUTHORITY Office Of The State Employer, Collective Bargaining Agreements	
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POLICY STATEMENT:

To ensure that confidential, no cost services are provided to active State employees and their eligible family members who may be experiencing work-related problems or personal problems that affect their work.

RELATED POLICIES:

02.02.101 Administrative Leave

POLICY:

- A. The Department recognizes the Office of the State Employer (OSE) Employee Service Program (ESP), as well as programs offered by recognized collective bargaining units. These programs are designed to provide assistance to employees and their families to promote wellness and to prevent or resolve personal or organizational issues that may interfere with work productivity, home life or behavioral health. These programs provide assistance through assessment and referral to persons who are trained to provide support and guidance. This includes help in identifying personal related problems and referrals to treatment resources.
- B. All active state employees are eligible to receive services from the ESP for work or personal related problems. Available ESP services include but are not limited to:
 - Individual Employee Assistance/Consultation
 - Management/Work Unit Consultations
 - Wellness Seminars
 - Systematic Stress Management Program
 - Work/Life Services
 - Grief and Loss
 - Suicide Awareness & Prevention Information
 - Traumatic Incident Stress Management (TISM)
 - Mental Health Screenings
 - Supervisory Referrals
- C. All supervisory staff are encouraged to be aware of the services available through these programs. A supervisor or Human Resources Officer may refer an employee to the ESP. A referral may be considered if the employee has been using an excessive amount of sick leave for an illness/injury; if work habits have changed dramatically for the worse; if a dramatic change due to physical or emotional trauma is noticed or if the employee has received corrective or disciplinary action. This list is not considered all inclusive.
- D. Employee participation in the ESP is voluntary. Supervisors shall not attempt to provide personal counseling to employees in lieu of referring employees to the ESP.
- E. When an employee chooses to use these services, administrative leave shall be granted when requested for the assessment session(s) if it/they occur during normally scheduled work hours. When treatment is recommended, sick leave, annual leave, or a leave of absence may be used. Such treatment may be covered by the employee's health care provider. Treatment not covered by the health care provider will be the responsibility of the employee.
- F. All information relating to the referral of an employee shall be kept confidential.
- G. Additional information and guidance relating to the availability of the ESP services may be obtained by

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contacting the applicable Human Resources Office or the OSE. Contact with the ESP can be made by calling Lansing at (517) 373-7630, Detroit at (313) 456-4020, or calling the toll free number at 1-800-521-1377.

PROCEDURES

H. Operating procedures are not required for this policy directive.

AUDIT ELEMENTS

I. A primary audit elements list has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 11/28/2016