

**State of Michigan
Office of the State Employer**

EMPLOYEE SERVICE PROGRAM

P.O. Box 30669
Lansing, MI 48909
1-800-521-1377
517-373-7630

POLICY ON CONFIDENTIALITY

The Employee Service Program provides services to State employees and their family members in a confidential manner. The Employee Service Program has a general policy that the employee or family member who uses this program has the right to maintain control over information shared through the use of program services. No one will be allowed access to information regarding the employee or family member's involvement with the Employee Service Program, except with his or her written informed consent or as permitted or required by law.

Currently, four types of situations exist where the law permits or requires disclosure to appropriate persons, even without client permission. These include situations when the abuse of a child or a vulnerable or incapacitated adult is suspected or when a client is a threat to him/herself or another person.

If the client is experiencing difficulties at work, the Employee Service Program counselor will ask the client's permission to discuss work related issues with the supervisor and/or employee organization representative. In such a situation, information of a personal nature will not be discussed.