



**GEORGIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL
DISABILITIES**

Human Resource Policy #904

EMPLOYEE BEHAVIORAL HEALTH SERVICES

EFFECTIVE DATE: July 1, 2009

REVISED: June 1, 2011

The Department recognizes 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.

(Section A)

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.

(Section B)

**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. Employee participation in behavioral health services is voluntary.

(Section C)

PARTICIPATION

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

(Section D)

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 office of Human Resources – Operations & Benefits Section at 404/232-1161.
