GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 138

GENERAL ORDERS

EMPLOYEE WELLNESS PROGRAM

PURPOSE:

The Sheriff's Office maintains an Employee Wellness Program to provide Sheriff's Office employees access to confidential professional services for emotional health care. This wellness program is offered as part of the County's benefits package. It offers employees, their spouses, or significant others professional help with emotional stress, depression, anxiety, physical disability, alcohol or drug-related problems, financial management education, and other emotional/mental health-related issues.

EMPLOYEE SUPPORT SERVICES:

A trained mental health counselor is available to provide help with a wide variety of issues including work-related trauma, marital, family, grief, stress from financial or legal issues, or other problems that may be affecting an employee or an employee's family. Nothing in this policy should prevent an employee from seeking other assistance if he/she so chooses.

COST FOR PARTICIPATION:

Every counseling session of the Wellness Program is a benefit provided by the Greenville County Sheriff's Office. However, appointments made with the mental health counselor must be kept in order not to waste time slots. Payment for alcohol and drug rehabilitation treatment will be the responsibility of the employee and their health care coverage.

Note- Other resources may be available for an employee needing assistance.

WELLNESS REFERRALS:

Self-referral:

1. An employee who wishes to take advantage of the therapy services offered by our wellness clinician may contact them at (864)800-6145.
2. Self-referrals are completely confidential and the employee does not need to inform the Sheriff's Office or the County of Greenville. No information about the employee will be released without written consent by the employee.

Non-mandatory Supervisor Referral:

1. Supervisors are encouraged to be vigilant and recognize those employees who may be struggling due to job performance or other factors. Supervisors are instructed on how to identify and make a referral to the Wellness Program for struggling employees.

2. A non-mandatory supervisor referral may be made when a supervisor notices a decline in an employee's normal job performance. Although the employee may still be "meeting expectations," there is a noticeable difference in their work. This is a case when documented disciplinary action is not required, however, the supervisor has a concern the decline in performance may progress further.
3. A supervisor referral is not a mandatory referral and the employee can decline assistance without penalty.
4. Division Commanders are to be informed of non-mandatory supervisory referrals. The Division Commander should notify the Wellness Coordinator.

Mandatory Referral:

1. A mandatory referral will be made when a supervisor believes an employee requires intervention and/or evaluation in order to safely perform their duties. This type of referral must be approved by the Wellness Coordinator or their designee. The Sheriff is to be informed of all mandatory referrals. Mandatory referral expenses, if any, will be incurred by Greenville County.
2. The Wellness Coordinator or designee will arrange the employee's appointment with either the GCSO Wellness Clinician or another resource as deemed appropriate.
3. The Division Commander, or designee, will direct the employee to attend the scheduled appointment. The employee will be told the appointment and participation is mandatory.
4. The employee will sign a release authorizing the resource provider to report the employee's compliance with treatment and, if necessary, the employee's fitness for duty to the Wellness Coordinator.
5. Compliance with a mandatory supervisor referral is a condition of continued employment with the Greenville County Sheriff's Office. Failure to comply will be grounds for disciplinary action or termination of employment with the Greenville County Sheriff's Office.

Mandatory referrals may be made based on the following conditions:

1. An employee's job performance has degraded to an unacceptable level and is not a result of inadequate training or supervision.

2. An employee's conduct or behavior causes immediate and direct concern for their job fitness and/or there is concern they may be a threat to themselves or others.

3. A supervisor becomes aware of a condition or situation, which can reasonably be expected to have an impact on an employee's fitness for duty.

Hobart Lewis, Sheriff