

Department of Mental Health and Addiction Services



EMPLOYEE HANDBOOK

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Department of Mental Health and Addiction Services



Commissioner's Message to Employees



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I am pleased to introduce all Department of Mental Health and Addiction Services (DMHAS) employees to the DMHAS Employee Handbook. This handbook has been developed using the agency mission and core values as guiding principles. The DMHAS mission states that ***“DMHAS is a health care agency whose mission is to promote the overall health and wellness of persons with behavioral health needs through an integrated network of holistic, comprehensive, effective, and efficient services and supports that foster dignity, respect, and self-sufficiency in those we serve”***.

The DMHAS core values are ***Afford All Persons Dignity and Respect, Treat All Persons with Equity and Fairness***, and ***Lead with a Sense of Urgency and Accountability***.

I am hopeful you will keep these guiding principles of the DMHAS mission and core values in mind as you review the Employee Handbook.

I believe the Employee Handbook contains policies that are relevant to each employee throughout our service system. They provide standards for employee conduct and behavior, as well as inform employees on the forms and procedures for addressing various needs and concerns. The policies will be accessible as a shortcut on each employee's computer desktop.

Please review the policies in the Employee Handbook regularly to ensure consistent application during your daily work life.

Thank you so much for your careful attention to these policies and for the important work you perform each and every day.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
EMPLOYEE HANDBOOK

TABLE OF CONTENTS

- [DMHAS Mission, Vision, and Core Values](#)
- [DMHAS General Work Rules](#)
- [All Forms \(Affirmative Action, Benefits, Career Development & In-Service Training, Employment/Jobs, FMLA/Worker's Compensation, Payroll, Policies & Procedures, Retirement/Separation, Supervisor/Management, Other—Parking, Emergency Contact, Travel Authorization, etc.\)](#)
- [Resources for Handling Employee Concerns](#)
- [Employee Assistance Program \(EAP\)](#)

NOTE: A complete list of all DMHAS Commissioner's policies is available online: <http://ct.gov/dmhas/policies>

| KEY POLICIES & GUIDELINES FOR DMHAS EMPLOYEES | FORMS & ATTACHMENTS |
|--|--------------------------------|
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| <i>HUMAN RESOURCES/EMPLOYEE SERVICES</i> | |
|---|--|
| Affirmative Action & Equal Opportunity | |
| Employee Attendance Policy | • Leave Request Form |
| Attendance Procedure AC230 D23 and forms <ul style="list-style-type: none"> • Leave Request Form • Addendum A-Guidelines for Attendance Review • Addendum B-Attendance Review Form • Request form for Unpaid Leave<5 days • OPM Gen. Notice 2002-20 • A & R Stipulated Agreement | • Addendum B-Attendance Review Form |
| Employment of Relatives | |
| Gender Identity and/or Expression | |
| Guidelines for Appropriate Dress | |
| Initial Working Test Period | |
| Internal Discrimination/Complaint Policy & Procedure | • AA-100 Complaint Form |
| Private Practice/Outside Employment | |
| Reasonable Accommodation (ADA) Request Policy | <ul style="list-style-type: none"> • Reasonable Accommodation Form • Medical Provider Information Form |
| Reporting Alleged Violations of DMHAS Policies, Procedures, Regulations or Work Rules <ul style="list-style-type: none"> • MHAS-20 forms | • DMHAS General Work Rules |
| Service Ratings Policy and Procedures | • Service Rating Forms and Attachments |
| Sexual Harassment Time's Up Act | <ul style="list-style-type: none"> • Sexual Harassment Prevention Poster (English) • Sexual Harassment Prevention Poster (Spanish) |
| Sexual or Exploitative Relationships Between Employees and Clients | |
| Time Keeping for DMHAS Employees <ul style="list-style-type: none"> • DMHAS Self-Service Payroll Auditing Schedule | |

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|--|--|
| Uniform Policy Regarding Activities While on Duty | |
| Violence in Workplace Prevention Policy | |
| COMPLIANCE AND ETHICS | |
| Compliance Means Doing the Right Thing--Poster | |
| Code of Conduct | |
| Compliance Program Expectations & Goals | |
| Whistleblower/Non-Retaliation | |
| CLINICAL AND FACILITIES | |
| Client Abuse | |
| Critical Incidents | • Critical Incident Report |
| Elopement Policy (Escape & Unauthorized Absence) | |
| Prevention and Treatment of Opioid Addiction and Overdose | |
| Promoting a Culturally Competent Service System | |
| Promoting a Recovery-Oriented System of Care | |
| Provisions of Services to Clients with Limited English Proficiency (LEP) | |
| INFORMATION MANAGEMENT | |
| Computer Policy on Investigations, FOI Request and Monitoring | |
| Computer Use Policy | |
| Security for Mobile Computing and Storage Devices | |
| Email Encryption | |

OTHER LINKS & RESOURCES

- [Labor Contracts](#)
- [State of CT Drug Free Workplace Policy](#)
- [Department of Administrative Services \(DAS\) Managers' Guide](#)