

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER
POLICY AND PROCEDURE MANUAL

Date of Issue: 6/24/2022

Section Number 287

Policy 287 – Employee Wellness Policy

I. PURPOSE

To improve and sustain employee wellness and morale primarily related to additional stress as a result of change in work load due to COVID related issues.

II. DISCUSSION

The amount of budgeted dollars will be used as a guide to determine the amount of funding that is available per employee

III. PROCEDURE

- Each supervisor will evaluate employee needs to determine an appropriate and allowable expense for employee recognition.
- Upon determination, a request form will be completed and submitted to the CSIRA Project Director for review.
- If the expenses are allowable and within budget, the request will be approved
- Funds will be dispensed. Receipts will be submitted and reviewed for compliance.
- If the expenses are not allowable, the request will be returned for changes and resubmission.