



## Confirmation of Mental Health Visit

### Employee Information

Employee Name: \_\_\_\_\_

### Mental Health Provider's Information

Name of Licensed Mental Health Provider: \_\_\_\_\_

Discipline / Title \_\_\_\_\_

License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Agency or Practice: \_\_\_\_\_

Address of Practice: \_\_\_\_\_

Phone / Fax / Website: \_\_\_\_\_

### Confirmation of Visit



I confirm that the above-named employee met with me on \_\_\_\_\_.

Signature of Provider: \_\_\_\_\_

**HR/Payroll Confirmation & Authorization for next FY incentive:**

**Date:** \_\_\_\_\_

Springfield Police Association 2023-2026 CBA

20.10 Wellness Incentive

(b) Mental Health:

The parties acknowledge that periodically meeting with a mental health provider is beneficial for overall health and wellness. Effective July 1, 2024, employees who visit a licensed mental health provider for an annual visit between July 1 to June 30th will receive an incentive of 0.5% (one-half percent) of their base hourly rate for all hours paid per pay period starting July 1st of the following year. The employee must provide a mental health provider's note confirming the visit. In order to maintain the incentive, the employee must provide proof of visit the year prior to next fiscal year (July 1). A licensed mental health provider is a provider primarily trained and certified in providing mental health services through Employee Assistance Program (EAP) or the City's current medical insurance provider. This provision does not apply to fit for duty evaluations nor required mental health evaluations resulting from a critical incident.