

**LIGHT RAIL TRANSIT AUTHORITY  
ADMINISTRATIVE DEPARTMENT  
HUMAN RESOURCE MANAGEMENT DIVISION**

**MENTAL HEALTH PROGRAM**

## **A. Rationale**

In pursuit of the *Executive Order No. 603 dated July 12, 1980*, the *Light Rail Transit Authority* shall integrate and advocate the mental health initiatives in all human resource and organizational development policies and programs in the agency and ensure that every employee is consciously aware and sensitive to mental health issues and programs.

The LRTA commits itself to promoting the well-being of people by ensuring that: mental health is valued, promoted and protected; mental health conditions are treated and prevented; timely, affordable, high quality and culturally-appropriate health care for these conditions are made available to its employees; such health services are free from coercion and accountable to the service users; and employees affected by mental health conditions are able to exercise the full range of human rights, and work and participate fully at work, free from stigmatization and discrimination.

## **B. Objectives**

1. Strengthen effective leadership and governance for mental health by, among others, formulating, developing, and implementing agency policies, strategies and programs relating to mental health;
2. Develop and establish a comprehensive, integrated, effective, and efficient mental health program responsive to the psychiatric, neurologic, and psychosocial needs of the employees;
3. Protect the rights of employees with psychiatric, neurologic, and psychosocial health needs;
4. Integrate mental health care in the basic health services for government employees; and in the human resource systems and processes;
5. Integrate strategies promoting mental health in the workplace

## **C. Coverage**

This Mental Health Program shall cover all employees of the agency; regardless of employment status, including regular, permanent; casual and contractual employees.

## **D. Guiding Principles**

### *1. Non-discriminatory*

An employee at risk shall not be discriminated in any form, regardless of status, age, sex, sexual orientation and gender identity, creed or religion.

Any employee at risk or identified to have a mental health condition shall not be discriminated in terms of recruitment, promotion and termination. They shall not be discriminated nor prevented to receive benefits as government employee because of their condition.

4

They shall continue to perform their duties and responsibilities provided they are issued a certification certifying that their condition does not impede their productivity and still fit to work, and continued work will not aggravate mental health condition.

## 2. *Reasonable Working Arrangements*

Employees identified to have mental condition and have undergone treatment and recovered as certified by an attending physician shall not be prevented from returning to work provided an accredited physician certifies that he/she is fit to work.

Agency Heads shall make work arrangements adaptable and flexible to accommodate employees at risk or identified with mental health conditions.

## 3. *Confidentiality*

All information and medical records, including those submitted during the recruitment process shall be protected and treated with confidentiality, as provided under applicable laws and rules, particularly the Data Privacy Act.

## 4. *Rights-based*

The right to health as enshrined under the Universal Health Rights is promoted, protected, fulfilled thru the mental health program.

Employees at risk or identified with mental condition shall not be deprived of the opportunity to work and to participate in policy-making and program implementation relating to mental health.

Employees at risk or identified with mental health shall not be prevented from exercising their inherent civil, political, economic, social, religious and cultural rights.

Employees at risk or identified with mental health shall have access to affordable, evidence-based treatment and medical services and participate in mental health advocacy, policy planning, legislation, service provision, monitoring, research and evaluation.

## 5. *Sustainability*

Mental health initiatives shall be integrated into the Health and Wellness Program to ensure their sustainability.



## E. Strategies

1. Prevention, promotion and information and education campaign on mental health well-being
  - a) Conduct of Mental Health Wellness activities
    - i. Regular stress management activities
    - ii. Team-building activities
    - iii. Organized Peer Counseling Circle
    - iv. Physical fitness activities
    - v. Support group for employees with special needs (working mothers/lactating mothers, single parent)
    - vi. Interest group sharing (hobbyists, riders, theatre artists, etc.)
  - b) Conduct of continuing mental health awareness/education activities
    - i. Production of IEC materials on mental health (e.g. distributing leaflets challenging the misconceptions associated with mental illness)
    - ii. Conduct of regular seminars, symposiums, or fora on mental health for all employees; and
    - iii. Conduct of stress debriefing to identified/selected employees who suffered tragic, traumatic and stressful life experience/event
2. Treatment and Recovery
  - a) Provision of support to employees with mental health issues at work by providing intervention, treatment and referral.
  - b) Conduct of debriefing interventions in case of life-threatening situations or traumatic experience which may or may not be work related (e.g. after experiencing natural/man-made calamities).
  - c) Reintegration into the workplace of employees who have completed mental health treatment.
  - d) Provision of support to retiring employees for easier transition.
3. Integration of mental health in human resource development and management policies and programs.

- a) Ensure that mental health assessment of an employee is undertaken during recruitment and if applicable, during promotion.

In the case of promotion, the agency may identify certain positions that may require mandatory mental health assessment (i.e., Executive/Managerial, drivers, frontline positions).

- b) Integrate mental health awareness session in the new employees' orientation,
  - c) Include mental health assessment in the Annual Physical Examination (APE).
  - d) Provide mechanism to ensure the psychological wellness of its human resource personnel and agency mental health service providers.
4. Establishment of institutional networks and referral system which can provide support mechanism for employees who are with mental conditions or at risk for mental health condition:
    - a) Institutional Networks
      - Inventory of Health Institutions that provide treatment and recovery program for people with mental health issues/concerns, with list of services offered and their contact numbers
      - Mobilization of organized support groups on mental health
      - Provision of DOH MH Hotline and other support mechanisms for employees at risks and with mental health conditions
    - b) Referral system
      - A protocol or referral system for employees with mental health conditions should be established
  5. Capacity-building for Mental Health Program administrators in the agency
    - a) Provide basic education and trainings on mental health for Mental Health Program administrators;
    - b) Provide information and training on how to handle employees at risk or those
    - c) with mental health conditions.
  6. Review of working conditions
    - a) Assessment of workplace conditions/environment

- b.) Assessment of workload assignment vis a vis accomplishment
- c.) Review of job description

#### **F. Implementation Mechanism of the Mental Health Program**

1. The Mental Health Service Provider shall assess the employee at risk or identified with mental health condition, to identify the stage of mental well-being of such employee.
2. Appropriate action based on the initial assessment shall be undertaken by the Human Resource Management Office, which may be, but not limited to:
  - a. Notification of family members on initial assessment on the condition of the employee at risk and solicit their support to the process; and
  - b. Referral to accredited and licensed mental health professional and mental health institution for further assessment.
3. Should there be a need for employees at risk or identified with mental health conditions to undergo medical check-up and assessment, the agency shall refer to relevant medical institutions to provide for such needs and treatment, as necessary.
4. Should there be a need for the employee at risk or identified with mental health condition to undergo treatment, the agency head shall allow the employee the necessary number of days leave chargeable against his/her earned leave as recommended by the attending physician.
5. Work arrangements shall be done to accommodate employees who will report to work after treatment.
6. Monitoring of performance and health conditions shall be done to ensure sustainable productivity and wellness of the employee who had undergone treatment from mental health condition.

#### **G. Responsibilities**

##### *A. Head of Government Agency*

The LRTA Administrator shall ensure the institutionalization of the implementation of the Mental Health Program, with the following responsibilities;

1. Ensure that all established mental health policies are administered and enforced in the workplace;
2. Ensure that the Mental Health Program is integrated in the human resource development and management, policies and processes;
3. Provide resources including funding to effectively implement the mental health program; and



4. Establish institutional network which can provide assistance in the implementation of the mental health program. health program.

*B. Human Resource Management Division*

The Mental Health Program and its programs, projects and activities shall be managed by the Human Resource Management Division, with the following responsibilities:

1. Ensure mental health program is integrated in the human resource development and management, policies and programs;
2. Administer manage and monitor implementation of the Mental Health Program;
3. Provide continuous education and training and initiate workplace discussions on mental health and ensure that all human resources are aware of the mental health program.
4. Maintain contact with institutional networks (e.g. hospitals, agencies, trainers, health and other professionals, etc.) to support the implementation of Mental Health Program;
5. Keep up-to-date with recommended mental health information and education materials;
6. Assist in incident investigations, analysis and preparation of mental health related reports and summaries; keeping record of the same;
7. Establish Mental Health Profile of employees and ensure that records of employees with mental health conditions and those at risk must at all times be managed, kept safe and treated with confidentiality conforming with the provision of the Data Privacy Act and the Mental Health Act; and
8. Submit a copy of the agency Mental Health Program within six (6) months after the effectivity of these Guidelines to the Civil Service Commission (CSC) through the CSC-HRRO for monitoring, reference, and records purposes.
9. Submit quarterly monitoring report to the LRTA Administrator on the implementation of the Mental Health Program and such report shall be included in the annual accomplishment report of the agency.

*C. Employee Organization/Association*

The officers and members of the LRTA Employees Association shall be tapped to:

1. Collaborate with the LRTA Administrator and the Human Resource Management Division in the development, administration, implementation, and monitoring of the Mental Health Program; and

2. Provide support and assistance in developing strategies, administration, information dissemination, implementation and monitoring of the programs and activities on mental health initiate.

#### **H. Communication Plan on Mental Health Program**

The LRTA shall adopt and implement a communication plan to promote the mental health program through the use of available media. Information and education materials shall be made available and activities may be conducted to facilitate the dissemination of relevant information on mental health.

#### **I. Monitoring and Evaluation**

A quarterly monitoring report shall be submitted by the Human Resource Management Division to the LRTA Administrator on the implementation of the Mental Health Program and such report shall be included in the annual accomplishment report of the agency.

#### **J. Funding**

The LRTA shall allocate and incorporate funds and resources in its annual work and financial plan and corporate operating budget as it is included in the Health and Wellness Program and the Annual Learning and Development Program of LRTA.