

Employee Counseling Benefit

Counseling Benefit Overview

This benefit was created to support the health and wholeness of our staff when counseling is the appropriate next step in a holistic approach to care. We view this as a meaningful investment in our team.

While we strive to care for all staff equitably, this benefit is not guaranteed beyond what is outlined in this document. The Executive Team reserves the right to adjust or discontinue the benefit if deemed necessary. Please note: the benefit will not be granted if the process below is not followed.

The process begins with the employee's supervisor, who may recommend next steps for their direct reports. Supervisors are encouraged to explore other growth and support options as well, such as CTK resources, mentoring, local or online support groups, or regular supervisor/employee check-ins.

To qualify for the counseling benefit, counseling must be recommended or referred by the employee's supervisor and approved by the Executive Pastor. In some cases, a pastor may make a recommendation along with the employee's supervisor.

Process

1. The employee's supervisor determines that CTK-sponsored counseling could be a valuable next step and makes a recommendation.
2. The supervisor submits this request to the Executive Pastor for approval.
3. Once approved, a referral form is completed by the recommending pastor or supervisor and submitted to Accounts Payable.
4. The employee signs a disclosure agreement, allowing CTK to pay the counselor directly for billing purposes.
5. CTK will cover 50% of the cost for up to six counseling sessions per calendar year, not to exceed \$750. Payment will be made directly to the counselor.
6. The employee is responsible for paying the remaining 50% of each session covered under this benefit.

**If the Jotform process is nonfunctional, this process can take place through email.*

Boundaries of This Benefit

- Counseling sessions must take place outside of the employee's paid working hours.
- Counselors must be selected from CTK's approved provider list, unless prior approval is granted (by Executive Pastor and referring supervisor or pastor) for an alternative.
- Employees will sign the Approval Form solely for billing authorization. All payments will be made directly to the counselor by Accounting. Employees will not receive reimbursement or direct payment for counseling services.

Request Process (Jotform)

As part of our commitment to caring for our employees, CTK will cover one-half of the per-session cost for up to six counseling sessions.

The appropriate conversations happen in advance of this request and the employee is expecting this request on their behalf.

Step 1: After verbal or email approval from the Executive Pastor, supervisor submits a Counseling Benefit Request on behalf of the employee via Jotform..

Step 2: Employee receives a notification of request and submits their counselor's information. At this point, they will indicate whether the counselor is on the CTK recommended counselor [list](#). If the counselor is not on the CTK recommended counselor [list](#), prior approval by the Executive Pastor and the referring supervisor or pastor is required.

If Yes, the referral will be submitted to Finance for disbursement of funds.

If No, the referral will be submitted to the Executive Pastor for final approval.

Approval by Executive Pastor is granted or denied in the Jotform workflow

Step 3: Supervisor and Employee will be notified of approval status, and counselor will be contacted to arrange payment. (**NOTE:** For confidentiality, counselors will not share details of sessions unless explicitly requested & approved by the employee.)

Jotform order:

Jen- finance

Melonie- Exec Pastor

Supervisor or Pastor

Employee

Sabryna- HR