


DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 223	PAGE NUMBER: 1 of 2
		SUBJECT: Employee Assistance Program	Adopted: 11-15-86 Revised: 11-01-92 01-01-95 Reformatted: 02-2001

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Department of Correction endeavor to assist employees whose work record shows a pattern of absenteeism, tardiness, accident rate and other indicators of poor job performance by referring said employees to the state's employee assistance program.

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03.00.00. REFERENCES

Service agreement between a service provider and the department of administration. The agreement provides free employee assistance, counseling and referrals for all state employees, including Department of Correction employees.

04.00.00. DEFINITIONS

05.00.00. PROCEDURE

05.01.00. Employee Performance Problems

Supervisors/managers are responsible for recognizing employee performance problems. When it appears an employee's performance problem may stem from personal problems, the employee should be encouraged to seek assistance through the employee assistance program. Employee assistance includes but is not limited to psychological counseling, alcohol and drug abuse, financial and marriage assistance.

The department and its supervisors are not in a position to diagnose employees' personal problems, only performance problems.

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The decision to seek diagnosis and treatment is the employee's decision.

Normal disciplinary procedures remain intact and should be unchanged.

Continued employment is based upon acceptable levels of improved performance.

05.02.00. Referrals

The state administers a cooperative agreement with a service provider. All supervisor referrals for employee assistance will be made using the following procedure:

Employees experiencing performance problems.

Supervisors with an employee experiencing performance problems can refer the employee for a free evaluation by providing the employee with the contact phone number(s). Information and contact numbers are available from Human Resource Services.

All referrals are to be kept confidential by supervisors, management, and Human Resource Services.

Employees are authorized to use sick leave or other authorized leaves for inpatient or outpatient treatment during working hours.

Employees shall provide their own transportation for treatment.

The service provider will provide information as to the employee's progress in treatment to the referring supervisor, if the employee has signed appropriate release of information forms.

Voluntary Referrals

Employees and employee families may contact the service provider at any time for a free problem assessment and follow-up sessions as outlined in the current agreement.

There will be no communication between supervisors or Human Resource Services and the service provider on voluntary referrals.

Director, Department of Correction

Date