

YOUTH SERVICES POLICY

Title: Employee Assistance Program Next Annual Review Date: 05/30/2017	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.11
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References: ACA Standards 2-CO-1C-20, 2-CO-1C-25 (Administration of Correctional Agencies), 4-JCF-6D-03, 4-JCF-6D-08 (Performance-Based Standards for Juvenile Correctional Facilities) 2-7164-1 (Standards for Juvenile Probation & Aftercare Services); YS Policy Nos. A.2.7 "Drug-Free Workplace", A.2.22 "Violence-Free Workplace", A.2.60 "Domestic Violence", and D.15.3 "Delivery of Treatment and Auxiliary Services"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 05/30/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish a uniform policy regarding the use of the State of Louisiana Employee Assistance Program (EAP), which is designed to assist and support employees who are experiencing personal problems and may benefit from outside management or professional help.

III. APPLICABILITY:

This policy applies to all YS employees. Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Employee Assistance Program (EAP) Manager - A Central Office employee designated by the Deputy Secretary to ensure that EAP services are provided and that EAP records are kept in a confidential manner.

Employee Assistance Program (EAP) - Facility Coordinator - An employee designated by the Facility Director to ensure that EAP services are provided and that EAP records are kept in a confidential manner.

Employee Assistance Program (EAP) Community Based Services (CBS) Coordinator - CBS social service staff assigned to a CBS Regional Office.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy to maintain an Employee Assistance Program which operates as a peer referral service to any employee with a personal problem that is affecting or has the potential to affect the individual's work performance. The appropriate EAP Coordinator shall assist the employee in identifying the problem and locating sources of treatment or rehabilitative help.

VI. GENERAL INFORMATION/OTHER REFERENCED POLICIES:

- A. YS Policy No. A.2.7 was implemented to promote increased employee awareness of substance abuse and to achieve and maintain a workplace free of drugs and alcohol.
- B. YS Policy No. A.2.22 was established to outline policy and procedures in order to achieve and maintain a violence-free workplace for YS employees, and those conducting business at its worksites.
- C. YS Policy No. A.2.60 is intended to heighten awareness of domestic violence and provide guidance to employees regarding domestic violence issues and their impact on the workplace. In addition, this policy promotes a safe environment for its employees and communicates that violent behavior shall not be excused or tolerated.

VII. PROCEDURES:

- A. The Deputy Secretary shall designate an EAP Program Manager in the Central Office (CO).
- B. Each Facility Director shall designate an EAP Facility Coordinator.
- C. Social Services staff assigned to a CBS Regional Office shall serve as the CBS EAP Coordinator. (Refer to YS Policy No. D.15.3).
- D. Information regarding the EAP shall be posted on employee bulletin boards.
- E. Employees may gain access to the EAP by contacting the assigned EAP Coordinator or the EAP Program Manager at YS CO, who shall ensure that services are provided.

- F. The YS EAP Coordinators may contact the regional Office of Behavioral Health EAP Coordinator using the peer support network. The website to search for the local office is:
<http://new.dhh.louisiana.gov/index.cfm/page/96>.

The local Office of Behavioral Health may be able to provide the services needed or the employee can access a private provider who is preferred by their insurance company. In addition, there are many other services the employee can be referred to that are free of charge to include Alcoholics Anonymous, Rape Crisis Center, etc.

- G. The employee's job, career, future or professional reputation shall not be jeopardized as a result of utilizing the EAP. The program is intended to be rehabilitative rather than punitive. However, participation in the EAP does not shield an employee who has violated employee rules or engaged in criminal activities or committed criminal acts.
- H. Employees with personal problems, such as alcohol or drug dependency, mental or emotional disturbances, marital, family, financial or legal concerns, etc., that are affecting or might affect job performance, are encouraged to seek help voluntarily through the EAP. Self-referrals may be made confidentially. Supervisors may also refer an employee to the EAP if they have reason to believe that a personal problem may be affecting work performance. All such referrals shall remain confidential.
- I. Employees are highly encouraged to participate in the EAP program. Failure to participate shall not result in disciplinary action. Employees, however, shall be held responsible for their work performance by their supervisors.
- J. An employee's work performance may be affected by the problems of his spouse or other dependents; therefore, the program is available to the families of employees as well. Spouses or other family members are encouraged to contact the appropriate EAP Coordinator or the EAP Program Manager at CO if the family is in need of a referral for assistance in coping with a problem.
- K. YS may grant leave (annual, sick, compensatory or leave without pay) for up to 90 calendar days as needed for the purpose of active treatment or rehabilitation. Leave must be approved by the employee's supervisor and/or the Unit Head.
- L. Information regarding an employee's participation in the EAP shall not be placed in the employee's personnel file or released without the employee's written consent.

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- M. Participation in the program shall not jeopardize an employee's position or future job opportunities. Informational records shall be maintained in a confidential manner by the appropriate EAP Coordinator or the CO EAP Program Manager working directly with the employee.
- N. Costs associated with the EAP (the professional evaluation, treatment, etc.) are the responsibility of the employee. In many cases, this cost would be covered by health insurance. Employees may contact an EAP member at the Department of Health & Hospitals (DHH) for assistance in clarifying any insurance coverage questions at (225) 922-2700.
- O. Additional information may be obtained by logging onto the following website: <http://new.dhh.louisiana.gov>.

Previous Regulation/Policy Number: A.2.11
Previous Effective Date: 05/17/2012



Attachments/References: A.2.11 (a) EAP Brochure May2014.docx