DEPARTMENT OF CORRECTIONS

Policy:	**103.205**
Title:	**Employee Assistance Program**
Effective Date:	**8/5/20**

PURPOSE: To inform staff that the State of Minnesota's Employee Assistance Program (EAP) provides free, confidential, professional assistance to help employees and immediate family members resolve work and personal issues in order to restore and strengthen the health and productivity of employees in the work place. Employees are urged to use EAP if they experience problems that are causing distress in their life. The Employee Assistance Program (EAP) also provides supervisors and managers an opportunity to discuss difficult employee situations and receive support for intervention, and to request assistance in improving work environments, work unit structures and operation, or for assistance with employee issues.

APPLICABILITY: Minnesota Department of Corrections (DOC); department-wide

DEFINITIONS:
Employee Assistance Program (EAP) – a benefit program to restore, maintain, and strengthen the health and productivity of Minnesota's state employees and state agencies.

PROCEDURES:
A. Contacting EAP
   1. The EAP provides a 24-hour telephone answering service to all state employees and their immediate family members. The EAP may be contacted at (651) 259-3840, (800) 657-3719, or (866) 327-2400.

   2. Diagnostic and referral centers are located throughout the state to serve those employees who do not live in the metro area. Employees wishing the addresses and telephone numbers of these locations should call the toll free line.

   3. Employees are authorized to use work time for an initial EAP appointment and associated travel time.

   4. For more information about EAP, employees may go to the Minnesota Management and Budget (MMB) website or the Deer Oaks website (links below in References).

B. Confidentiality
   1. EAP is a voluntary and confidential program. All calls to EAP remain confidential, except when the employee's safety or the safety of another individual may be at risk. Supervisors cannot force employees to seek assistance, nor can supervisors be advised of an employee's contact with EAP, unless the employee consents and signs a release form.

   2. The release form must specify the nature of the information that can be disclosed. An EAP client may choose not to share information with the referring supervisor.

INTERNAL CONTROLS:
A. Information on accessing the state's EAP is maintained on the human resources iShare site and

MMB website.

ACA STANDARDS: 1-ABC-1C-21, 2-CO-1C-25, 4-4071, 4-APPFS-3E-14, 4-JCF-6D-01 (Bullet Point 23), and 4-JCF-6D-08.

REFERENCES:
Minn. Stat. §43A.319
Minnesota Management and Budget –EAP Work/Life Counseling
Deer Oaks website (Username and password: stmn1)
MMB State Employee Group Insurance Program (SEGIP)
Policy 103.090, "Critical Incident Stress Management"

REPLACES: Policy 103.205, "Employee Assistance Program," 6/5/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance