

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	<b>1. 3. 17</b>
<b>SECTION:</b>	3	Personnel	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	17	<b>Employee Assistance</b>	
<b>STANDARDS: ACA – 4 – ALDF: None</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 1.3.17 dated 4/12/17 Cancel:			

**I. POLICY**

The Division adheres to The City of St. Louis Personnel Administrative Regulation No. 120 A & #120 B regarding employee assistance program (EAP).

**II. RESPONSIBILITIES**

All Division of Corrections staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. General Information**

1. Any employee experiencing problems with drugs and/or alcohol abuse may refer self or be referred by the supervisor to Employee Assistance Program (EAP). The Division encourages self-referrals where the employee has personal problems they want to discuss in a private and confidential setting without anyone in the Division being involved in any way.

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2. Supervisory referrals may be recommended when a manager or supervisor have on-going documented concerns about an employee's job performance or workplace behavior. In these circumstances, the supervisor may recommend that the employee use EAP for assistance in resolving personal problems that might be impacting behavior or job performance.
3. Participation in EAP is strictly on a voluntary basis. A supervisory referral, where job performance is an issue, is still voluntary. Staff can obtain additional information by contacting the Employee Relations Section of the Department of Personnel at (314) 622-3563 or from their Supervisor.

**B. Confidentiality:**

1. A vital feature of the EAP is the high level of confidentiality and respect for the employee's privacy. No one needs to know of an employee's utilization of EAP services except as provided in the AR #120-A and 120-B. Should a supervisor be advised of an employee's involvement with EAP, the supervisor is required to observe strictest confidentiality, and support the employee in accessing services. The employee does not have to discuss the reason for EAP participation.
2. Confidentiality also means that no one, including the Division or any branches of the City government, will receive private information from the EAP counselor concerning an employee's situation. Conversations and any information an employee shares with EAP will be in strictest confidence unless consent is provided by the employee. An employee's consent to release information may be withdrawn at any time.
3. Communications among employees and supervisors and EAP counselors or agencies as a result of this policy are to be confidential, except to the degree necessary to protect the safety of the employee or others or to protect the security of Divisional property.
4. Limits of confidentiality to disclose information without written consent of the employee may include the following situations:
  - (1) As a result of being subpoenaed by a court of law.
  - (2) When communicating suspected violations of relevant Child Welfare legislation.
  - (3) When it is perceived that an employee poses a risk to self or others.

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**C. Attendance and Leave for EAP Services**

1. If it is necessary to access EAP services within the regular work day while employee is on duty, leave shall be arranged by the employee with the supervisor. Initial sessions for supervisory referred employees are regarded as being on duty and may be attended during work time. Subsequent sessions will be attended on the employee's own time.
2. Initial sessions for self referred employees are not regarded as on duty and therefore will be attended in their own time. Where sessions are not regarded as on duty, a leave form will be required and existing leave provisions will apply, (See AR #120A & 120B).
3. Sessions on employees' own time may include after work hours, on off days or while on holidays.
4. Supervisors may maintain informal records of employees' counseling sessions (the dates and times of visits only). No formal documentation of these sessions shall be maintained or requested.
5. Employees who require counseling may be entitled to leave under the Family and Medical Leave Act. Employees who receive counseling or treatment for alcohol or substance abuse may be eligible for FMLA leave if the problem meets the definition of a serious health condition.
6. Leave is allowed only for treatment and not because of the employee's use of the substance. Any absence from work relating to drug and/or alcohol treatment is a qualifying event for Family Medical Leave, (see Department of Personnel Admin. Reg. No 120A & 120B).
7. Employees needing extended treatment may request leave in accordance with the Division's leave policy, (See DOC #1.3.8: Attendance and work schedule).

**D. Training**

1. Employees will be informed about EAP and preventive health measures to include: substance abuse, stress, emotional, and physical problems.
2. Managers and Supervisors will be trained in handling employee problems; preventing and managing workplace violence; methods for handling employees who have encountered trauma and critical incident stress, and handling employees' readjustment following treatment and EAP referral procedures.

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3. The EAP procedures will be made a part of the Division's orientation for new employees, and in-service programs. Brochures and pamphlets designed to educate and promote self-referrals shall be sent to all work units of the Division.
4. All official bulletin boards within the Division will have posted a brochure and pertinent information regarding EAP.
5. All new employees will be oriented on Employee Assistance policy and procedures. Further in-service training shall be provided annually and any time policy revisions are made.