



SUBJECT: Employee Assistance Program	PAGE <u> 1 </u> OF <u> 2 </u> .
	NUMBER: 37-EAP-01
RULE/CODE REFERENCE:	SUPERSEDES: 37-EAP-01 dated 11/30/01
RELATED ACA STANDARDS: 4-4071; 2-CO-1C-25; 2-CTA-1C-14; 4-APPFS-3E-14	EFFECTIVE DATE: November 7, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth policy which provides information concerning the Ohio Employee Assistance Program.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (DRC).

IV. DEFINITIONS

EAP Resource Coordinator - An employee of the Ohio Department of Rehabilitation and Correction (DRC) who serves as an on-site liaison between an employee and EAP.

Ohio Employee Assistance Program - A screening, support, information and referral service for state employees and their family members to help them cope with personal problems such as: stress, depression, family crisis, alcohol and other drug abuse, compulsive disorders, legal and financial problems.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that all employees have access to an Employee Assistance Program. The Ohio Employee Assistance Program shall ensure strict confidentiality as governed by State (Ohio Revised Code 3701.041) and Federal (42 CFR Part 2) regulations to protect clients.

VI. PROCEDURES

- A. An employee may contact the Ohio Employee Assistance Program for a consultation by dialing 1-800-221-6327. The decision to participate is entirely up to the individual employee or family member.
- B. An employee may contact his/her agency EAP Resource Coordinator who will provide information, support and referral.
- C. Management may recommend that an employee seek help.
- D. Management may temporarily suspend discipline pending successful completion of an employee assistance program.