

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 1 Employee Relations Affirmative Action and Employee Relations Policy

Employee Assistance Program Procedures	Effective date	Revised
Number: 1.02-08	March 29, 2002	

The Department of Natural Resources participates in the Employee Assistance Program (EAP) through a contract with the State of Missouri. The Employee Assistance Program provides counseling services to state employees who are experiencing medical, legal, financial, family, marital, alcohol or drug abuse problems; or other problems which affect an employee’s ability to perform their work. An employee or family member is eligible for six free visits per person per calendar year.

Upon request, employees will be granted administrative leave with pay to attend the initial counseling session, if the session is held during working hours. If the employee wishes to attend additional sessions, he or she will be required to apply for leave.

Any costs incurred by the employee not covered by medical insurance, or other benefits available to the employee, is the sole responsibility of the employee.

Implementation of this procedure does not affect customary responsibilities, merit rules and regulations, and established work rules. While a participant in EAP an employee is still responsible to meet job performance requirements and to adhere to departmental administrative policies or procedures and all federal, state or local laws.

The Office of Employee Relations is available to assist both employees and supervisors with the Employee Assistance Program

GENERAL PROVISIONS

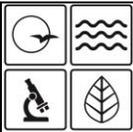
Self-referral

Employees or members of the employee’s family may contact any of the Employee Assistance Program referral centers at their own discretion. Self-referrals are completely confidential.

Supervisor referrals

Voluntary referrals made by a supervisor

Supervisors who feel an employee is in need of assistance may refer the employee to EAP, and may help set up the first appointment with an EAP referral center. This referral is voluntary for the employee.



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Mandatory referrals made by a supervisor

When the employee's performance or behavior in the workplace shows substantial need for improvement or change, the supervisor may initiate a mandatory referral. The supervisor shall begin the referral process by contacting the Office of Employee Relations for assistance.

The EAP referral center will speak first with the supervisor or Employee Relations Officer to determine the extent and nature of the problem. The employee is then expected to contact the center to arrange for the counseling appointment. The employee is further expected to sign a release form obtained from the EAP.

The EAP referral center makes the referral to the appropriate assistance provider for the employee. It is the employee's responsibility to make the initial and all following appointments. The EAP will inform the supervisor or Employee Relations Officer whether the employee keeps the initial appointment, and will keep the supervisor and ERO informed concerning the employees progress relative to keeping mandatory appointments and following program recommendations. No other information concerning diagnosis, type of treatment, or further participation in EAP will be released without the permission of the employee. The EAP contact does not discuss treatment plans or therapist/counselor recommendations. The EAP will contact either the supervisor or Employee Relations Officer when the employee completes the process.

Confidentiality

Information relative to this referral will be maintained in a confidential manner. It will not become part of the employee's permanent personnel record, unless performance/behavior does not improve and disciplinary action results. Information relative to this referral will only contain the fact that a referral took place and improvement did not result.

Contact the Office of Employee Relations with any questions about the Employee Assistance Program or concerns with its service.