

Name	Public Correctional Policy on Employee Assistance Programs
Type	Policy
Date	Aug. 4, 1993; Aug. 13, 1997; Aug. 7, 2002
Description	<p>Introduction:</p> <p>The most valuable resource in any correctional agency is the staff employed by that agency. The employees who deliver these services should be afforded all reasonable assistance to allow them to do the best job possible.</p> <p>Policy Statement:</p> <p>Employee assistance programs should be made available to all employees. The programs should address employee needs and requirements to assist them in the performance of their duties. Correctional agencies should:</p> <ul style="list-style-type: none"> A. Establish and periodically review employee assistance programs based on needs assessed by both the employees and the agency; B. Publicize program availability regularly and frequently in a variety of ways to ensure that all employees know C. Provide programs at no cost to the employee where possible. If the employee is asked to pay some or all of the cost of the program/service, the cost should be based on a sliding scale commensurate with their salary ; D. Provide an employee in the central/main office of the agency who is for coordinating all employee assistance programs. Each facility or major organizational unit should have one person designated as a coordinator of employee assistance programs; E. Use other public or private agencies if these services are not available within the agency; F. Require the employee assistance program coordinator to report to management, at least quarterly, on employee assistance services provided and to include recommendations for enhancing the agency's employee assistance program; and G. Ensure that employee requests or referrals for assistance remain confidential, unless the employee expressly elects to waive confidentiality.

This Public Correctional Policy was unanimously ratified by the American Correctional Association Delegate Assembly at the Congress of Correction in Nashville, Tenn., Aug. 4, 1993 . It was reviewed Aug. 13, 1997, at the Congress of Correction in Orlando, Fla., without change. It was reviewed, amended and approved for continuation at the Congress of Correction in Anaheim, Calif., Aug. 7, 2002.