

# STATE OF CONNECTICUT

## OFFICE OF POLICY AND MANAGEMENT

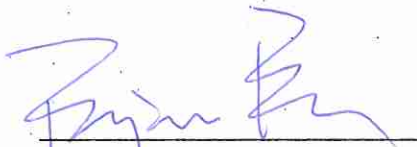
### Office of Policy and Management Employee Assistance Program

The Office of Policy and Management's (OPM) Employee Assistance Program (EAP) recognizes that a wide range of personal problems not directly associated with one's job function can have an effect upon employee job performance. In many of these instances, the employee may be able to overcome these personal problems independently. There will be little or no effect upon job performance. In other cases, where job performance is directly affected, normal supervisory assistance may serve as motivation or guidance by which such problems can be resolved and the employee's performance returned to an acceptable level. In other situations, neither the independent efforts of the employee nor supervisory guidance have the desired effect in resolving the employee's problems and unsatisfactory performance may persist over a period of time.

We believe that it is in the best interest of the employee, the employee's family, and our organization to provide an EAP that will assist in dealing with problems of a personal nature. The policy under which such problems will be handled is set forth in the following framework:

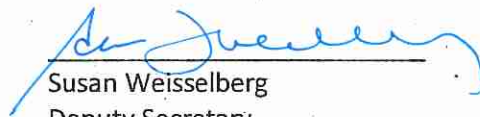
1. The EAP can be of assistance when an employee or family member faces a personal problem. Examples include, but are not limited to, family or marital stress, problem drinking, misuse of drugs, grief and loss, financial/legal problems, and nervous or emotional disorders.
2. The organization does not wish to intrude into the private lives of its employees. However, should the job performance of an employee be impaired, sound personnel practice requires that the problem be resolved.
3. Employees who utilize the services of the EAP are guaranteed confidentiality. Records will not be disclosed without the expressed written consent of the individual.
4. Employees are encouraged to seek assistance on their own initiative before problems begin to affect their work. Early resolution of personal problems is in the best interest of the individual and OPM. The decision to seek and accept services through the EAP is the responsibility of the individual employee or dependent.
5. Supervisors are responsible for detecting and attempting to correct deteriorating or unsatisfactory job performance. The establishment of an EAP does not abrogate this responsibility. However, supervisors are not expected to be qualified to judge professionally whether an employee's unsatisfactory performance is the result of a personal problem. If a personal problem appears to be a factor, the employee should be referred to the EAP. This program is to be used as an adjunct to current personnel procedures on performance improvement.

6. Present jobs and future opportunities are not jeopardized as a consequence of an involvement in the EAP. Participation in the EAP is purely voluntary.
7. OPM has made arrangements to pay for initial diagnostic/assessment sessions. Any additional counseling or treatment services are the responsibility of the person being helped. Insurance reimbursement for services will be handled in accordance with existing provisions of the group insurance program.
8. EAP provides "assessment and brief counseling" occurring in generally 1-3 visits; after that the EAP participation is concluded. Most employees using the EAP are "self-referrals", and must use their own time to participate in EAP. Employees referred to EAP by management ("formal management referral") are allowed to use agency time for the initial "assessment and brief counseling" visits. EAP referrals to other providers are "outside" of the EAP process. If the employee elects to obtain referral services, then the employee becomes a "self-referral" and the employee must use their own time.
9. There is no factual justification for any social stigma attachment to personal problems. The organization believes that a realistic attitude and clear understanding of these conditions will encourage employees to use the services of the EAP whenever personal problems arise.



Benjamin Barnes  
Secretary

2-14-2018  
Date



Susan Weisselberg  
Deputy Secretary

2-14-2018  
Date