

SASEP
DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 690-1-4

21 July 1983

Civilian Personnel
EMPLOYEE ASSISTANCE PROGRAM

1. Purpose. The purpose of this regulation is to provide guidance for assisting employees whose personal medical/behavioral problems have an adverse impact on job performance, and to establish responsibilities and procedures for administering the Savannah District Employee Assistance Program (EAP).
2. References.
 - a. ER 690-1-710
 - b. AR 600-85
3. EAP Objective. The objective of the EAP is to identify and assist employees with problems which impact upon work performance and to refer the employee to his/her personal physician, treatment source, or established community resources and facilities, as available, as sources of treatment and rehabilitative care. The EAP does not provide treatment or continued counseling, nor does it replace the day-to-day counseling responsibility of managers and supervisors.
4. Policy.
 - a. The Corps of Engineers recognizes that problems of a personal nature can have an adverse effect on an employee's job performance. It is also recognized that most personal problems can be dealt with successfully when identified early and referred for appropriate care. The EAP is designed to deal with a broad range of human relations problems such as alcohol and drug problems, emotional/behavioral disorders, family and marital discord, financial, legal, and other personal problems.

b. An employee's personal life outside of the workplace is not of official concern to the Corps of Engineers except when it may adversely affect job performance or reflect discredit on the organization.

c. The policy applies to all employees who have completed a probationary or trail period, regardless of their job titles or responsibilities.

d. Participation in the program will not jeopardize an employee's job security and/or promotional opportunities.

e. All records and discussions of personal problems will be handled in a confidential manner as are other medical records. These records will be kept by the designated counseling resource and will not become part of the employee's official personnel folder.

f. Employees who suspect or recognize that they have a personal problem are encouraged to seek counseling and information on a confidential basis by contacting the individual or organization designated to provide such services before the problem noticeably interferes with job performance.

g. When performance problems are not corrected with normal supervisory attention, employees will be encouraged to seek assistance to determine if personal problems are causing unacceptable performance. If performance deficiencies are corrected, no further action will be taken. If performance deficiencies persist, the employee will be subject to normal corrective procedures.

h. There will be no charge for initial diagnostic services. Initial diagnostic services may be provided to the immediate family members of employees covered by the EAP whenever such services can be offered at no additional cost to the Government. If costs are incurred for rehabilitation services that are not covered by insurance or other benefits, the cost will be the responsibility of the employee.

i. Sick leave may be granted for treatment or rehabilitation on the same basis as it is granted for ordinary health problems. Annual leave or leave without pay also may be granted if sick leave is not appropriate or is otherwise not available.

5. Responsibilities.

a. Supervisors. The supervisor is responsible for supporting the program through careful and consistent attention to evaluation of the performance of those whom they supervise. The identification process is two-fold with the initiative provided by the supervisor who recognizes a continuous job performance problem. As soon as its determined that ordinary supervisory methods are not bringing about improvement, and before initiating any formal disciplinary action, the supervisor will consult the MER Specialist or the EAP Coordinator for advice on how to proceed. Supervisors should unhesitatingly offer employees information on available health and counseling services, and, with the cooperation of the MER Specialist and/or the EAP Coordinator, should seek to assist employees who may initially refuse help even though their work performance and behavior continues to be unacceptable. Supervisors will not attempt to diagnose the difficulties of employees.

b. Employees. The employee for -

(1) Recognizing the adverse effect that a medical/behavioral problem may have on job performance.

(2) Seeking appropriate assistance in problem resolution.

(3) Bringing job performance to an acceptable level through treatment/resolution of the problem.

c. Personnel Office. The personnel office is assigned key program responsibilities consistent with other personnel management functions. As such, it will provide advice and assistance in the application of the policies, procedure and guidelines of the EAP. It is the responsibility of the Personnel Office to assist supervisors identifying and assisting employees with problems. Systems relating to discipline, grievances, labor relations, position classification, placement, etc., are a means of identifying individuals with work-related problems (e.g., absenteeism, security violations, difficulties with co-workers). The Management-Employee Relations and Training (MER&T) Branch is responsible for implementing the EAP, arranging for educational and informational materials, arranging or conducting supervisory training, developing and maintaining counseling capability, establishing liaison with community resources, and evaluating the program and reporting on results and effectiveness. The EAP

Coordinator will arrange for appropriate diagnostic consultation, insuring compliance with the confidentiality requirements.

6. Referral Procedures. The two types of the referral procedure are management initiated referral and self-initiated (voluntary) referral.

a. Management-initiated referrals.

(1) A supervisor who is aware of deterioration in an employee's work accomplishment or altered behavior patterns through the routine monitoring of job performance, i.e., attendance, production, tardiness, will begin keeping records and will document the nature of work deterioration and behavioral changes.

(2) In accordance with applicable personnel, the supervisor will conduct an informal discussion with the employee discussing the need for improvement in job performance. The supervisor will offer the use of the EAP if the employee feels he/she has a problem.

(3) An agreement should then be reached between the supervisor and employee on the remedial action to be taken (e.g., eliminate tardiness, provide doctor's statements for absence due to illness). A time frame for resolution of the problem will be established; the discussion documented; and, the supervisor will continue to monitor job performance.

(4) In the event the performance problem continues, the supervisor will consult with a representative of the MER&T Branch to discuss the nature of the problem and the available courses of action. Upon presentation of sufficient evidence in support of unacceptable performance on the part of the employee, the supervisor may refer the employee to the MER&T Branch for referral to the EAP.

(5) The MER&T Branch representative will offer to the EAP and assistance in scheduling an appointment with Diagnostic and Referral Service. The employee will be advised that the decision to accept assistance is voluntary. The employee should be assured that while satisfactorily progressing under active treatment there will be no penalties assessed, nor will the employee's job security be jeopardized. Employees who reject referral will return to the worksite and the refusal will be documented.

(6) If the employee accepts referral, the Diagnostic and Referral Service interviews the employee to determine the underlying cause of the problem; develops an action plan for resolution of the problem; determine the appropriate resource or service provider; and, discusses the recommendation with the employee and explains the service to be provided the employee for purposes of clarification and safeguarding of information.

(7) The Diagnostic and Referral Service informs the supervisor of any necessary work absence or other special considerations necessary to the rehabilitation process. No information regarding the employee's problem will be transmitted without the written consent of the employee. The use of sick or other leave will be allowed in accordance with appropriate regulations in order to allow treatment to be pursued.

(8) If rehabilitation or other assistance proves ineffectual, or if the employee refuses to cooperate, documentation will be made of that fact and appropriate corrective action will be initiated promptly.

a. Employee-initiated referrals.

(1) If employees decide to seek assistance on their own they may contact the Diagnostic and Referral Service directly and will receive counseling and be referred to EAP resources for such assistance as is appropriate or necessary. The employee may also seek assistance through their supervisor or the MER&T Branch, Personnel Office, on a voluntary (self) referral basis if they so desire.

(2) The Diagnostic and Referral Service will conduct the necessary interview and assessment and will formulate an action plan for assistance in the same manner as with other referrals.

(3) Under such voluntary self-referral situations the employee's supervisor will not be contacted without the written consent of the employee. The employee should be encouraged to permit contact with the supervisor when necessary, as may be required if a rehabilitation program is agreed upon and accepted by the employee which will require special sick leave or other leave allowance from management, but should not be coerced to do so. In all other aspects the employee request for and participation in a treatment program will be strictly confidential.

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(4) If an employee drops out of the treatment program, the Diagnostic and Referral Service will document this action in the case file.

7. Relationship to Alcohol and Drug Abuse Prevention and Control Program. The provision of AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, will apply to individuals in the EAP who are being treated for alcoholism or drug abuse. The EAP Coordinator will continue to serve as a resource and/or referral service for employees who are seeking assistance for alcohol or drug related problems. The service offered are considered a part of the EAP.

8. Confidentiality of Participant Records. The confidentiality of information maintained about EAP participants is protected by statute of PL 92-282 and regulations 42 CFR 1A2. Information about participants, including their attendance or absence, physical whereabouts, or status as participants, whether or not recorded, is confidential so as to prevent implicit or negative disclosures about participants with problems.

/s/
CHARLES E. DOMINY
Colonel, Corps of Engineers
Commanding

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