I. **Authority**
   In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. **References**
   Alaska Statutes
   AS 33.30.030

III. **Purpose**
   To inform Department employees that an Employee Assistance Program (EAP) is available and provide contact information on obtaining such assistance.

IV. **Application**
   All Staff

V. **Policy**
   The Department of Corrections provides information on the availability of confidential counseling services to employees through the Employee Assistance Program or through union health trusts.

VI. **Procedures**
   A. A link to the Employee Assistance Program, Division or Retirement and Benefits, shall be provided on the department web site, under Human Resources.
   
   B. Managers will post information in an appropriate location on the EAP or similar service provided by a union health trust.

V. **Implementation**
   This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Division Director.

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3/6/13 SIGNATURE ON FILE

Date Joe Schmidt, Commissioner

Department of Corrections

Original 9/11/2001