

	State of Alaska Department of Corrections Policies and Procedures	Index #: 106.02	Page 1 of 1
		Effective: 3/6/2013	Reviewed:
		Distribution: Public	Due for Rev: 3/2017
	Chapter: Administration		
Subject: Employee Assistance Program			

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.

3/6/13

Date

SIGNATURE ON FILE

Joe Schmidt, Commissioner
Department of Corrections