

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 9.35	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: 2-CO-1C-25	
CHAPTER: 9 Human Resources and Employee Management Relations	SUBJECT: EMPLOYEE ASSISTANCE PROGRAM (EAP)	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY:** *11 Del. C. §6506, §6517, 29 Del. C. §8903, §8914, 29 Del. C. Ch. 53*
- II. PURPOSE:** To provide free, confidential, professional assistance to help employees and immediate family members resolve work and personal issues in order to restore and strengthen the health and productivity of employees in the work place. The Employee Assistance Program (EAP) also provides supervisors an opportunity to discuss difficult employee situations and receive support for intervention.
- III. APPLICABILITY:** All Department of Correction (DOC) employees.
- IV. DEFINITIONS:**
Employee Assistance Program (EAP) - A benefit program to restore, maintain, and strengthen the health and productivity of Delaware's state employees and state agencies.
- V. POLICY:**
The State of Delaware and the DOC provide an Employee Assistance Program, which is made available to all DOC employees and their immediate family members. Employees are urged to use EAP if he/she is experiencing problems that are causing distress in his/her life. EAP is also available to supervisors and managers to request assistance in improving work environments, work unit structures and operation, or for assistance with employee issues.

The DOC will utilize the EAP identified and designated through the state-wide benefits office.