

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 143.00

EFFECTIVE DATE: 06 March 2023

**SUBJECT: EMPLOYEE ASSISTANCE
PROGRAM**

POLICY DIRECTIVE

PURPOSE:

To ensure an Employee Assistance Program is available to all Division of Corrections and Rehabilitation employees.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instructions on this subject including DCR Policy Directive 143.00, dated 01 December 2019.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. An Employee Referral Program Booklet is published by the West Virginia Division of Personnel and the Department of Health and Human Resources to provide state employees and their families with opportunities to obtain assistance for a variety of personal problems

which may affect their continued function as productive members of State Government or society as a whole.

- A. Confidential referrals are made for treatment with independent, off-site, professionals who are experienced in a wide range of issues including:
 - 1. Workplace concerns;
 - 2. Grief and loss;
 - 3. Interpersonal conflicts;
 - 4. Addiction and recovery;
 - 5. Anxiety, depression and trauma;
 - 6. Stress management;
 - 7. Mental wellness;
 - 8. Parenting and eldercare support; and
 - 9. Financial issues.
 - B. These services are voluntary.
 - C. The booklet is available on the West Virginia Division of Personnel website and superintendents, directors and work unit supervisors should ensure printed copies of this booklet are accessible to all employees.
- II. Employees who are interested in learning more about the Employee Referral Program services available to them should contact their human resources designee or supervisor who will provide assistance and guidance identifying resources found in the booklet.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: William K. Marshall, III March, 6TH 2023
William K. Marshall, III Commissioner Date