

**OFFICE OF THE GOVERNOR**

**EXECUTIVE ORDER # 26**

**Relating to the Establishment of an  
Employee Assistance Program**

WHEREAS, the economy of this state and nation is vitally dependent upon the health, the stability, and the productivity of its human resources; and

WHEREAS, it is recognized that personal problems and illnesses such as alcohol and other drug abuse and dependency, depression, separation and divorce, work-related stress, and family stress can affect the productivity of our work force, causing economic and human losses in industry and in government; and

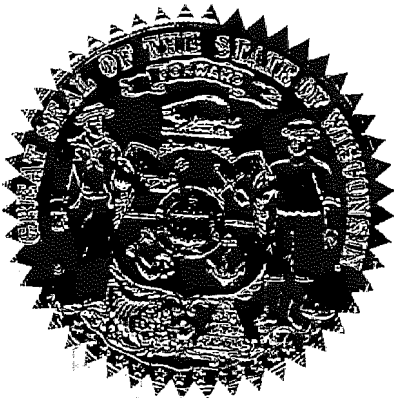
WHEREAS, it has been demonstrated both nationally and in Wisconsin that the employer, the employee, the employee's family, and unions, where present, benefit substantially when help is provided as early as possible through a confidential Employee Assistance Program to help employees and their family sort out problems, to identify and assist with referral to appropriate community resources, and to offer programs that encourage wellness; and

WHEREAS, the State of Wisconsin as an employer seeks by its example to encourage all other employers in the state to establish similarly appropriate means designed to maximize and conserve the human and economic resources of our state;

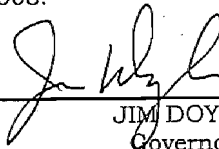
NOW, THEREFORE, I, JIM DOYLE, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and the laws of this State, and specifically by Wisconsin Statute section 14.019, do hereby direct that:

1. An Employee Assistance Program ("EAP") be established and maintained in every department and independent agency in state government, and in every institution in the University of Wisconsin System, under the direction of the Office of State Employment Relations ("the Office"), which shall:
  - a. Establish minimum program standards;
  - b. Identify and recommend agency program adjustments as necessary; and
  - c. Provide consultation to, and coordinate the provision of training for, statewide EAP personnel;
2. The head of every department, independent agency and institution in the university system, and their officers and employees, shall cooperate with the Office by:
  - a. Establishing and maintaining an EAP that provides for and ensures:
    - The opportunity for self-help to employees who voluntarily seek it;
    - Assistance to supervisors whose employees' work performance may be impaired by personal problems and illnesses;
    - The confidentiality of all information shared during an EAP contact, except when a proper release of information has been signed or pursuant to general EAP principles and standards; and
    - Equal access to services for all employees, supervisors and managers.

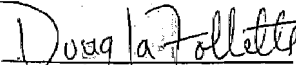
- b. Appointing or designating a program director to lead and direct the operation and maintenance of the EAP;
  - c. Establishing an employee assistance committee or other mechanism to assist in developing, maintaining and evaluating the EAP;
  - d. Providing education and ongoing training for the EAP Director, supervisors, managers, union representatives and others with defined roles in the program on the operation and utilization of the EAP;
  - e. Establishing procedures that conform with general EAP principles and standards;
  - f. Promoting awareness and understanding of the EAP among employees and their family members;
  - g. Maintaining a system of confidential record keeping that is consistent with general EAP standards, and guarantees the protection of individual privacy; and
  - h. Making program adjustments as necessary in cooperation with technical assistance and consultation provided for that purpose by the Office.
3. The Office of State Employment Relations is hereby designated as the state agency that will administer the state EAP. The Office shall serve as the administrative clearinghouse for the EAP, and shall provide technical assistance, information and consultation to EAP programs in all departments, independent agencies, the UW-System, constitutional offices and the judicial and legislative branches of government.
4. The EAP Director in each agency shall be a member of the State Agency EAP Advisory Committee, which shall be advisory to the Director of the Office on policy, program development, and program maintenance issues that affect statewide EAP operations. The Office will report to the Governor, state agencies, the UW-System and judicial and legislative branches regarding employee assistance activities.



IN TESTIMONY WHEREOF, I  
have hereunto set my hand and  
caused the Great Seal of the State  
of Wisconsin to be affixed. Done  
at the Capitol in the City of  
Madison this first day of October,  
2003.

  
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JIM DOYLE  
Governor

By the Governor:

  
DOUGLAS LA FOLLETTE  
Secretary of State