

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

WHEREAS, alcoholism is recognized along with other behavioral/medical problems as a treatable illness, which a recent analysis shows affects the health, stability and work performance of an estimated 3,400 employees in the state government system and 140,000 men and women in the statewide workforce causing economic losses in industry and government of an estimated \$300 million annually; and

WHEREAS, it has been demonstrated both nationally and in Wisconsin that substantial recovery can occur to the employer, the employee, and his/her family when such behavioral/medical problems are provided effective assistance in their earlier stages through an Employee Assistance Program designed to foster confidentiality, early identification and self-referral through a sincere offer of assistance to employees at all levels; and

WHEREAS, the State of Wisconsin as an employer, and by example, seeks to encourage all other employers in the state to establish similarly appropriate means designed to prevent the occurrence and progression of behavioral/medical problems among their employees so as to maximize and conserve the manpower and economic resources of our state.

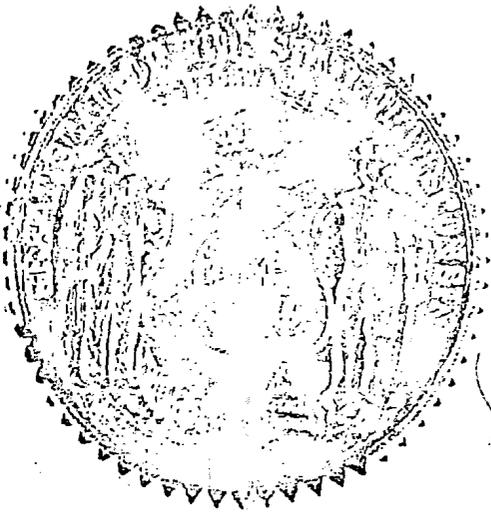
NOW, THEREFORE, I, PATRICK J. LUCEY, Governor of the State of Wisconsin, do hereby order and direct that:

1. An Employee Assistance Program be established and that implementation begin immediately in every department, independent agency and statutory council in accordance with the Policy, Procedures and Training guidelines adopted by the State Occupational Alcoholism Program as follows:
 - a. departments shall support and share in the implementation of the Employee Assistance Program by:
 - (1) establishing a system for early identification, referral and follow-up of employees whose work performance is impaired by alcoholism and other behavioral/medical problems;
 - (2) making available for selection by the State Occupational Alcoholism Program capable staff to serve and be trained as Employee Assistance Resource Coordinators to assist supervisors in effectively utilizing the Employee Assistance Program, and to provide assistance to employees in the referral to treatment and subsequent follow-up and recovery;

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- (3) establishing an appropriate timetable for training supervisors at all levels on the effective utilization of the Employee Assistance Program;
 - (4) establishing a confidential records system for purposes of case management separate from personnel records;
 - (5) establishing a reporting system which protects the identity of employees for purposes of program assessment and adjustment;
 - (6) creating and maintaining awareness of the Employee Assistance Program among their employees.

2. The State Occupational Alcoholism Program, in the Department of Health and Social Services, Bureau of Alcohol and Other Drug Abuse, is hereby designated as the single state agency for the administration of the State Employee Assistance Program.
3. Every department, independent agency, and statutory council, and their officers and employees, shall cooperate with the staff of the State Occupational Alcoholism Program in those matters relating to the design, implementation, assessment and adjustment of the State Employee Assistance Program.

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 ninth day of April in the year of our Lord one thousand nine hundred and seventy-four.



Patrick J. Lucey
PATRICK J. LUCEY
GOVERNOR

By the Governor:

William J. ...
Secretary of State