



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 77

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 problems such as alcohol and other drug abuse, child caring problems and needs, 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 and the employee's family can benefit substantially when personal assistance is provided as early as possible through an Employee Assistance Program designed to ensure confidentiality, provide early identification and referral, and offer supportive and preventive strategies to employees and their families; 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, ANTHONY S. EARL, Governor of the State of Wisconsin, do hereby order and direct that:

1. An Employee Assistance program be established and maintained in every department and independent agency in state government in accordance with the program policy, procedures, and training guidelines adopted by the Department of Health and Social Services' Office of Alcohol and Other Drug Abuse. All agencies shall participate and share in the implementation and maintenance of the Employee Assistance Program by:
 - a. establishing prevention strategies aimed at managing stress and health, and Intervention Programs which offer the opportunity for self-help through a system for early identification and referral of employees who voluntarily seek help, and supervisory assistance to employees when work performance is impaired by human conditions, concerns, problems, and illnesses including but not limited to alcohol and other drug abuse, child caring problems, depression, separation and divorce, work-related stress and family stress and when referral to the Employee Assistance Program will benefit the employee and the work unit;
 - b. designating a qualified program director to lead and coordinate the operation and maintenance of the Program in concert with the Program guidelines;
 - c. establishing and maintaining required continuing education and training of voluntary resource coordinators, supervisors, managers, and union representatives on the effective utilization of the Employee Assistance Program;
 - d. establishing measures designed to assure confidentiality to all employees who use the Employee Assistance Program;
 - e. creating and maintaining awareness of the Employee Assistance Program among employees and their family members.

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**LEGISLATIVE REFERENCE
BUREAU**

The State of Wisconsin



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2. The Department of Health and Social Services is hereby designated as the single state agency for the administration of the State Employee Assistance Program. The Office of Alcohol and Other Drug Abuse shall serve as the focal point for the Program and shall make available a broad range of employee assistance services to all departments and independent agencies, to the constitutional offices, and to the judicial and legislative branches of government.
3. There shall be established a State Agency Council of Employee Assistance Program Directors. Each agency Employee Assistance Program Director shall be a member of the Council. It is created to foster and encourage the sharing of information and resources to promote the Employee Assistance Program and to influence policy, program development, and to address program maintenance issues that affect Employee Assistance program operations.
4. Every department, independent agency, and their officers and employees shall cooperate with the Chief, Program Resource and Development Section in the Department of Health and Social Services' Office of Alcohol and Other Drug Abuse in those matters relating to the design, implementation, operation, maintenance, monitoring, and evaluation 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 fourteenth day of November in the year one thousand nine hundred eighty-five.


ANTHONY S. EARL

By the Governor:


DOUGLAS LA FOLLETTE
Secretary of State