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OFFICE OF THE GOVERNOR

EXECUTIVE ORDER #35

Relating to the 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 which helps employees and their families sort out problems, identifies and assists with referral to appropriate community resources, and offers programs that encourage health promotion; and

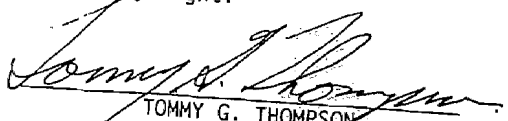
WHEREAS, the State of Wisconsin as an employer seeks by its example to encourage all other employers in the state to establish similarly appropriate means designed to maximize and conserve the human and economic resources of our state;

NOW, THEREFORE, I, TOMMY G. THOMPSON, 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 be established and maintained in every department and independent agency in state government in cooperation with the Chief, Program Resource and Development Section in the Department of Health and Social Services' Office of Alcohol and Other Drug Abuse, who shall:
 - a. establish minimum program criteria;
 - b. identify and recommend agency program adjustments as necessary;
 - c. provide consultation and training to state agency Employee Assistance Programs;
 - d. review and critique each agency's Employee Assistance Program;
 - e. call together and staff the State Agency EAP Coordinating Committee to foster and encourage the sharing of information related to state agency Employee Assistance Programming;
 - f. seek the advice of the State Agency EAP Coordinating Committee in matters of policy, program development, and program maintenance in establishing minimum program criteria and benchmarks;
2. The head of every department and 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 by:

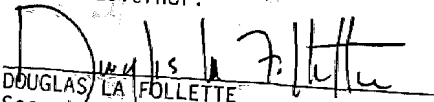
- a. establishing and maintaining an Employee Assistance Program that provides the opportunity for self-help to employees who voluntarily seek help an assistance to supervisors whose employees' work performance may be impaired by personal problems an illnesses or when referral to the EAP may benefit the employee and the work unit;
 - b. appointing a program director to lead and coordinate the operation and maintenance of the Program;
 - c. establishing an employee assistance committee to assist in developing, maintaining, and evaluating the Employee Assistance Program;
 - d. providing education and ongoing training for the Employee Assistance Program Director, supervisors, managers, and union representatives and others with defined roles in the program on the operation and utilization of the Employee Assistance Program;
 - e. establishing procedures designed to assure confidentiality to all employees who use the Employee Assistance Program;
 - f. promoting awareness and understanding of the Employee Assistance Program among employees and their family members;
 - g. collecting general information and maintaining records on the use of the program to assist in its evaluation and for making policy and program changes and adjustments as necessary, with out violating the confidentiality protections of the program.
 - h. making program adjustments as necessary in cooperation with technical assistance and consultation provided for that purpose by the Office of Alcohol and Other Drug Abuse.
3. The Department of Health and Social Services is hereby designated as the state agency which will administer the State Employee Assistance Program. The Office of Alcohol and Other Drug Abuse shall serve as the focal point for the Employee Assistance Program and shall provide technical assistance and consultation to and make available a broad range of employee assistance services to all departments and independent agencies, constitutional offices, and the judicial and legislative branches of government.
4. Each agency Employee Assistance Program Director shall be a member of a State Agency EAP Coordinating Committee, which shall replace the State Agency Council of Employee Assistance Program Directors, created by Executive Order 77 (dated November 14, 1945), which is hereby abolished. The Committee will advise the Chief, Program Resource and Development Section, on policy program development, and program maintenance issues that affect state agency Employee Assistance Program operations. The Chief, Program Resource and Development Section, and the State Agency EAP Coordinating Committee will report twice annually through the State Council on AODA and make recommendations for policy, program and legislation.

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 fifth day of February in the year one thousand nine hundred and eighty-eight.


 TOMMY G. THOMPSON
 Governor



By the Governor:


 DOUGLAS LA FOLLETTE
 Secretary of State