

STATE DOCUMENT

The State of Wisconsin



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER #94

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 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, 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, independent agency in state government, and the University of Wisconsin System under the direction of the Department of Employment Relations ("the Department"), which shall:
 - a. establish minimum program criteria;
 - b. identify and recommend agency program adjustments as necessary;
 - c. provide consultation to, and coordinate the provision of training for, statewide Employee Assistance Program personnel;
 - d. review and critique all statewide employee assistance programming efforts;
2. The head of every department, independent agency and college in the university system, and their officers and employees, shall cooperate with the Department by:
 - a. establishing and maintaining an Employee Assistance Program that provides for and ensures:
 - the opportunity for self-help to employees who voluntarily seek it;
 - assistance to supervisors whose employee's 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;

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Legislative Reference
Bureau

- equal access to services for all employees, supervisors and managers.
 - b. appointing a program director to lead and direct 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 that conform with general EAP standards and established, statewide EAP policies;
 - f. promoting awareness and understanding of the Employee Assistance Program among employees and their family members;
 - g. maintaining a system of confidential record keeping that is consistent with statewide EAP standards, and guarantees the protection of individual privacy;
 - h. making program adjustments as necessary in cooperation with technical assistance and consultation provided for that purpose by the Department.
3. The Department of Employment Relations is hereby designated as the state agency which will administer the State Employee Assistance Program. The Department shall serve as the administrative clearinghouse 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 and the UW-System, constitutional offices, and the judicial and legislative branches of government.
 4. In each agency an Employee Assistance Program Director shall be a member of a State Agency EAP Advisory Committee, which shall replace the State Agency Council of Employee Assistance Program Directors, created by Executive Order 77 (dated November 14, 1985), which is hereby abolished. The Committee will be advisory to Secretary of the Department on policy, program development, and program maintenance issues that affect statewide Employee Assistance Program operations. The Department will report annually to Governor, state agencies and the UW-System detailing the status of current employee assistance programming, and make policy and program recommendations.
 5. The Chief of the Program Resource and Development of the Office of Alcohol and Other Drug Abuse in the Department of Health and Social Services shall serve as a consultant to the Department of Employment Relations and to the State EAP Committee.



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 Twelfth day of June in the year one thousand nine hundred and ninety.

Tommy G. Thompson
 TOMMY G. THOMPSON
 Governor

By the Governor:

Douglas La Follette
 DOUGLAS LA FOLLETTE
 Secretary of State