



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 8/9/2017

Subject: Employee Assistance Program

Section: FDJJ – 1003.29

Originating Office: Administrative Services

Authority: Chapter 110, Florida Statutes

Related References: Violence in the Workplace Policy, FDJJ – 1003.28
Employment Drug Testing Procedures, FDJJ – 4.07P

Purpose: This policy outlines services provided by the State of Florida’s Employee Assistance Program (EAP). EAP provides a wide array of resources to support a healthy balance between work and personal life. This policy applies to all DJJ employees.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- Employees may self-refer to the EAP for themselves or anyone living in their household (including students even if they are away at college).
- EAP is confidential and exempt from public records.
- Referrals to the EAP may be made by the employee, or at the recommendation/direction for mandatory referrals of their supervisor.
- Participation in EAP is voluntary, except for a mandatory referral as stated below, and may be discontinued at any time. However, when there are performance and or behavioral issues, and the performance expectation and/or corrective behavior is not achieved within the timeframe prescribed, the agency will take disciplinary action up to and including dismissal.
- In accordance with the Drug Testing Program Procedure, when an employee receives a first test result of positive, the employee shall be mandatory referred to EAP by the supervisor. Failure to adhere to the requirements of the mandatory supervisory referral shall result in disciplinary action up to, and including dismissal.
- EAP offers assistance to employees who have experienced a critical incident such as the sudden death of an employee, or other traumatic event that may emotionally affect the work unit.

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM

SECTION: FDJJ – 1003.29

- The Bureau of Human Resources EAP Coordinator shall be responsible for oversight of the EAP.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.