

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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SUBJECT: EMPLOYEE ASSISTANCE PROGRAM

CATEGORY: HUMAN RESOURCES

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**Policy**

The state of Idaho provides an Employee Assistance Program (EAP) for the benefit of any employee and their eligible dependents, statewide, who are covered by state health plan benefits. The EAP provides easy access to free, confidential professional counselors who have been trained to help with a variety of personal or family matters. Examples of counseling issues handled through the EAP include, but are not limited to, emotional stress, job-related problems, alcohol abuse, and drug abuse. The purpose of the EAP is to provide employees help for any problem which might affect their life at work or at home.

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) to participate in the EAP and to ensure employees have awareness of and contact information for this voluntary benefit.

**Operating Procedures**

I. Employee

- A. Employees may contact Human Resources (HR) for information regarding EAP and providers.
- B. All services provided through the EAP are voluntary, private and confidential.
- C. When an employee or family member contacts the EAP provider no information is released to the employer.

II. Supervisor

The supervisor may inform an employee about benefits available through EAP or may refer the employee to HR for benefit information.

III. Human resources

HR will make available the informational brochures, office locations, and telephone numbers for the EAP program.

*References:*            [Glossary of Terms and Acronyms](#)  
                              *Section 44-202, Idaho Code*

*Desk Manuals:*        *None*

*Related Policies:*    [Drug-Free Workplace](#) (327)

*Related Forms:*      *None*