

Policy

It is the policy of the California Department of Food and Agriculture (CDFA) to promote employee health and well-being and to provide employees with assistance in dealing with personal issues that might adversely impact their work and personal lives. CDFA supports the services the statewide Employee Assistance Program (EAP) provides as a valuable resource to help employees manage life's challenges.

Authority

Government Code Section 19816.16
California Code of Regulations Section 599.931
Bargaining Unit Memoranda of Understanding (MOU)

Definitions

<i>Employee Assistance Program:</i>	EAP is an employee benefit program intended to help employees deal with personal issues that may adversely impact their work performance, health, and well-being.
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Responsibilities

<i>Equal Employment Opportunity (EEO) Office:</i>	The EEO Office manages the EAP and is responsible for providing information to managers, supervisors and employees about EAP and the services provided.
<i>Managers and Supervisors:</i>	Managers and supervisors are responsible for informing employees that EAP is available and should encourage and assist employees in using these services and make every effort to accommodate their schedules. Managers and supervisors shall attend, at minimum, one EAP training course.

Services

<i>Supervisors and Managers:</i>	Confidential consultation for assistance with an employee work performance issue. The management consultation is separate from the supervisor's personal benefits.
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Employee Assistance Program

EAP provides a professional and objective viewpoint which may provide impartial insight into workplace issues and assist in achieving a positive and productive work environment.

Employees: Clinical Counseling – Includes a wide range of issues such as family problems, alcohol/drug dependency, relationships, emotional problems, stress, and grief.

Life Management Services – Includes legal matters, financial issues, child and elder care assistance, federal tax assistance, pre-retirement planning, organizing life's affairs (arranging final details for a loved one or dealing with disorganized records and vital documents), and concierge services (referrals for everyday errands, travel, event planning, etc.).

All information is confidential in accordance with applicable laws and regulations. Individuals who use the Clinical Counseling service are assured that their issue and its source, treatment and resolution will be afforded the maximum confidentiality permitted by law.

In some circumstances, an employee may be advised by their manager or supervisor to seek EAP assistance due to job performance or behavioral problems.

Eligibility

Active State employees, their lawful spouse or registered domestic partner, and unmarried, dependent children are eligible.

Eligible members are entitled to a set number of consultations according to their bargaining unit contracts.

Accessing Services

The State's EAP vendor is Magellan Healthcare and is licensed by the Department of Managed Health Care as a specialized health care service plan.

If employees, supervisors, and managers wish to obtain a referral to a counselor, please call (866) EAP-4SOC (866-327-4762) for assistance. An

Employee Assistance Program

experienced specialist will take your call and, based on your needs, will either provide a referral to a counselor or consultant, or connect you with one. Your call will be handled confidentially and your identity protected.

EAP information and tools can also be accessed online. To access these services go to:

www.eap.calhr.ca.gov

The right time to seek help is as soon as possible, before the problem becomes critical. EAP is available 24 hours a day, 7 days a week.

Distribution

Distribution of the above policy includes all employees.

If you have any questions regarding the contents of this policy, please contact the EEO Office at (916) 654-1005.