

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**PD-20 (rev. 7), “EMPLOYEE ASSISTANCE PROGRAM”**  
**NOVEMBER 1, 2015**  
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TEXAS DEPARTMENT  
OF  
CRIMINAL JUSTICE

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**SUPERSEDES:** PD-20 (rev. 6)  
February 1, 2012

## **EXECUTIVE DIRECTIVE**

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**SUBJECT:** EMPLOYEE ASSISTANCE PROGRAM

**AUTHORITY:** Tex. Gov't Code §§ 493.001, 493.006(b), 493.007, 664.051-.061  
Reference: American Correctional Association Standard 4-4071

**APPLICABILITY:** Texas Department of Criminal Justice (TDCJ)

**EMPLOYMENT AT WILL CLAUSE:**

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the executive director's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the TDCJ and **do not** create any legally enforceable interest or limit the executive director's, deputy executive director's, or division directors' authority to terminate an employee at will.

**POLICY:**

The TDCJ shall contract with an impartial external entity to provide an Employee Assistance Program (EAP). Employees and their family members may use the services provided by the EAP, including services for personal issues that are not job-related.

**DISCUSSION:**

An employee's ability to obtain assistance with job-related or personal problems, or to obtain such assistance for a family member, may prevent the issues from negatively impacting the employee's job performance. Such issues may include medical, emotional, marital, situational, alcohol or drug dependency, financial, legal, or other personal issues.

The TDCJ established the EAP to support employees on a personal level as well as a professional level. The EAP provides employees and their family members confidential and professional assistance with: (a) incorporating activities into their daily lives to promote physical fitness, stress reduction, proper nutrition, and general wellness; (b) counseling for identifying and assessing personal problems, to include alcoholism, drug dependency, or psychological disorders; (c) obtaining recommendations for treatment; or (d) receiving referrals to legal resources or financial experts. The EAP adheres to all applicable state and federal confidentiality laws and strictly protects an employee's or an employee's family member's right to privacy. EAP offices are located away from TDCJ worksites.

In addition to the EAP, the TDCJ's wellness program, "Wellness Initiative Now" (WIN), promotes personal well-being, fitness, and nutrition for all TDCJ employees. Employees may obtain information regarding the WIN program by accessing the TDCJ's website at [www.tdcj.texas.gov](http://www.tdcj.texas.gov) and searching for "Wellness Initiative Now."

## **PROCEDURES:**

### I. Employee Use of the EAP

The TDCJ encourages employees to seek assistance in order to prevent the development of health or personal issues that may affect job performance. An employee's use of EAP services is voluntary, except when an employee is mandatorily referred to the EAP:

- A. In accordance with PD-17, "Drug-Free Workplace;"
- B. In accordance with the TDCJ *Crisis Response Intervention Support Program Plan*; or
- C. As a result of an employee committing or threatening to commit any act that poses an imminent danger to self. When such a situation occurs, the warden, department head, or designee shall contact the EAP liaison located in Employee Relations, Human Resources Division. The EAP liaison shall contact the EAP and assist in the employee's referral.

### II. Fees

Information from and referrals by the EAP are available at no charge to the employee or the employee's family. Fees for any additional help beyond EAP services are normally based on ability to pay and, in some instances, may be covered by insurance or other benefits.

III. Hours of Service

EAP offices and a toll-free telephone line are open 24 hours a day, seven days a week. A telecommunication device for the deaf is available through the EAP. Information regarding the EAP may be obtained by accessing the TDCJ's website and searching for "Employee Assistance Program." In addition, an employee may obtain information from the employee's human resources representative or Employee Relations, Human Resources Division.

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Brad Livingston  
Executive Director