

**Commonwealth of Pennsylvania**  
**GOVERNOR'S OFFICE**

**EXECUTIVE ORDER**

Subject:		Number:
State Employee Assistance Program		1996-10
Date:	Distribution:	By Direction Of:
December 20, 1996	B	 Thomas J. Ridge, Governor

- WHEREAS, the Commonwealth is committed to maintaining an efficient and productive workforce to serve the citizens of Pennsylvania; and
- WHEREAS, the Commonwealth, as an employer, is therefore concerned with the well-being and job performance of its employees; and
- WHEREAS, abuse of alcohol or other controlled drugs and emotional, family, financial, marital, or personal problems can adversely affect the employe's personal life, reduce the quality and productivity of job performance, and contribute significantly to escalating health care costs; and
- WHEREAS, workplace trauma such as serious injuries, sudden deaths, and violence can adversely affect the emotional well-being of employes and the productivity of the workforce; and
- WHEREAS, employes addicted to alcohol or other controlled drugs suffer from a treatable illness and should receive consideration equal to anyone else with a health problem; and
- WHEREAS, personal or other problems which are adequately evaluated and treated can restore the employe to acceptable levels of job performance and behavior; and
- WHEREAS, cooperative intervention of management, unions, and employes can be effective in addressing employe problems which adversely affect the employe's personal life or job performance; and
- WHEREAS, supervisors, employes, and union representatives need assistance in how to effectively intervene with a troubled employe and encourage the use of confidential services; and
- WHEREAS, employe assistance programs have proven to be effective in the private and public sectors by providing the employe and employer with the necessary assistance to resolve problems which are detrimental to employe lives and job security.

NOW, THEREFORE, I, Thomas J. Ridge, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby authorize the continuation of the State Employee Assistance Program.

**1. Purpose.**

**a.** To provide a comprehensive evaluation, referral, and treatment system to address the abuse of alcohol and other controlled drugs, and emotional, family, financial, marital, and other personal problems which adversely affect the employee's personal life or job performance.

**b.** To provide confidential consultation to managers, supervisors, union representatives, and employees on how to effectively intervene.

**c.** To provide timely, professional on-site services to address the emotional impact of traumatic events which occur in the workplace.

**2. Duties and Responsibilities.**

**a.** The Office of Administration, Bureau of Personnel, shall be responsible for the administration of this program.

**b.** The Secretary of Administration shall develop and publish directives to implement this order. Such directives are to delineate policy and the responsibilities of each agency head, supervisor, and employee.

**c.** The Secretary of Administration shall ensure the efficient and effective coordination of service between the State Employee Assistance Program, other Commonwealth programs and health care coverage.

**3. Effective Date.** This order shall be effective immediately.

**4. Rescission.** *Executive Order 1991-6, State Employee Assistance Program.*