


<b>POLICY TITLE: EMPLOYEE ASSISTANCE PROGRAM</b>		<b>PAGE 1 OF 2</b>
<b>POLICY NUMBER: 3. 4</b>		
<b>CHAPTER 3: PERSONNEL</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	Approved by: <u><i>Martin Magnusson</i></u> <b>Signature of Commissioner</b>	
<b>EFFECTIVE DATE:</b> <b>July 15, 2003</b>	<b>LATEST REVISION:</b> <b>September 10, 2010</b>	<b>CHECK ONLY IF</b> <b>APA [ ]</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Department of Corrections to make employees aware of the State Employee Assistance Program, which provides confidential assessment and referral services to state employees in the event of personal crisis, including, but not limited to, alcoholism and drug abuse, emotional problems, family problems, and financial, legal, or other problems.

**IV. CONTENTS**

Procedure A: Employee Assistance Program

**V. ATTACHMENTS**

[Attachment A: State of Maine Employee Assistance Program Pamphlet](#)

**VI. PROCEDURES**

**Prodecure A: Employee Assistance Program (EAP)**

1. Personnel Officers, or designees, shall assure that all employees are provided with pamphlets and other information regarding the State of Maine Employee Assistance Program (EAP).

2. Participation in the EAP is on a voluntary basis. Although supervisors, union officials and co-workers may encourage an employee to seek help, the decision to seek and accept assistance is the responsibility of the employee.
3. Supervisors and Personnel Officers may use the EAP, either for referrals or for consultation. Supervisors and Personnel Officers may encourage employees to use the EAP if job performance has become an issue.
4. Employees may access the EAP by contacting the toll-free number or may refer to Attachment A and contact the EAP professional in a specific geographic area.

## VII. PROFESSIONAL STANDARDS

### ACA:

**ACI - 4-4063** There is a written policy and procedure that specifies support for a drug-free workplace for all employees. This policy includes at a minimum the following:

- prohibition of the use of illegal drugs
- prohibition of possession of any illegal drug except in the performance of official duties
- the procedures to be used to ensure compliance
- the opportunities available for treatment and/or counseling for drug abuse
- the penalties for violation of the policy

**ACI - 4-4071** Written policy, procedure, and practice provide for an employee assistance program that is approved by the parent agency.

**4-ACRS-7C-02** The facility implements a drug-free workplace policy. Policies specify support for a drug-free workplace and are reviewed annually and include, at a minimum, the following:

- Prohibition of the use of illegal drugs
- Prohibition of possession of any illegal drug except in the performance of official duties
- Procedures to be used to ensure compliance
- Opportunities available for treatment and/or counseling for drug abuse
- Penalties for violation of the policy

**4-JCF-6D-03** The facility implements a drug-free workplace policy. Policies specifying support for a drug-free workplace are reviewed at least annually and include, at a minimum, the following:

- Prohibition of the use of illegal drugs
- Prohibition of possession of any illegal drug except in the performance of official duties
- Procedures to be used to ensure compliance
- Opportunities available for treatment and/or counseling for drug abuse
- Penalties for violation of the policy

**4-JCF-6D-08** There is an approved employee assistance program.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>3.4 Employee Assistance Program</b>	<b>3. Personnel</b>	<b>Page 2 of 2</b> 9/10/10R

## Maine Division of Employee Health & Benefits

Home → Health & Benefits → Living Resources Program

# Living Resources Program (formerly known as Employee Assistance Program or "EAP"):

**The new Living Resources Program is available to State of Maine employees & retirees, Maine Community College System employees & retirees, Maine Public Employees Retirement System (MainePERS) employees & retirees and all of their household members. The program offers:**

**Confidential, Short-Term Counseling Services:** This no-cost counseling service can help with issues such as stress, anxiety, depression, grief, etc.

**Legal and Financial Information, Support and Resources:** Speak with professionals by phone on a wide range of issues including family law, real estate transactions, debt consolidation, taxes, etc.

**Work-Life Solutions:** Work-Life specialists are available to do research and provide qualified referrals for child and elder care, moving and relocation, college planning and much more!

**Call Toll Free 1-844-207-LINK (5465)**

**TDD 1-800-697-0353** (*Telecommunication Device for the Deaf*)

**GuidanceResources.com** (*Web ID: LivingME*)

*\*Effective July 1, 2015 the Employee Assistance Program services are provided by ComPsych Corporation.*

Frequently Asked Questions

### Credits

Copyright © 2014  
All rights reserved.

• [Maine.gov](http://www.maine.gov)



## Call your Living Resources Program anytime for confidential assistance.

Call: **844.207.LINK** (207.5465)  
Go online: [guidanceresources.com](http://guidanceresources.com)

TDD: 800.697.0353  
Your Web ID: **LivingME**

Personal issues, planning for life events or simply managing daily life can affect your work, health and family. Your Living Resources Program (formerly known as Employee Assistance Program or EAP) provides support, resources and information for personal and work-life issues. Living Resources is company-sponsored, confidential and provided at no charge to you and your dependents. This flyer explains how your Living Resources Program can help you and your family deal with everyday challenges.

### Confidential Counseling

*Someone to talk to.*

This no-cost counseling service helps you address stress, relationship and other personal issues you and your family may face. It is staffed by GuidanceConsultants™—highly trained master's and doctoral level counselors who will listen to your concerns and quickly refer you to in-person counseling and other resources for:

- > Stress, anxiety and depression
- > Relationship/marital conflict
- > Problems with children
- > Job pressures
- > Grief and loss
- > Substance abuse

### Financial Information and Resources

*Discover your best options.*

Speak by phone with our Certified Public Accountants and Certified Financial Planners on a wide range of financial issues, including:

- > Getting out of debt
- > Credit card or loan problems
- > Tax questions
- > Retirement planning
- > Estate planning
- > Saving for college

### Legal Support and Resources

*Expert info when you need it.*

Talk to our attorneys by phone. If you require representation, we'll refer you to a qualified attorney in your area for a free 30-minute consultation with a 25% reduction in customary legal fees thereafter. Call about:

- > Divorce and family law
- > Debt and bankruptcy
- > Landlord/tenant issues
- > Real estate transactions
- > Civil and criminal actions
- > Contracts

### Work-Life Solutions

*Delegate your "to-do" list.*

Our Work-Life specialists will do the research for you, providing qualified referrals and customized resources for:

- > Child and elder care
- > Moving and relocation
- > Making major purchases
- > College planning
- > Child care
- > Home repair

### GuidanceResources® Online

*Knowledge at your fingertips.*

GuidanceResources Online is your one stop for expert information on the issues that matter most to you... relationships, work, school, children, wellness, legal, financial, free time and more.

- > Timely articles, HelpSheets™, tutorials, streaming videos and self-assessments
- > "Ask the Expert" personal responses to your questions
- > Child care, elder care, attorney and financial planner searches

*Just call or click to access your services.*



### Your Living Resources Program

CALL ANYTIME

Call: **844.207.LINK** (207.5465)

TDD: 800.697.0353

Online: [guidanceresources.com](http://guidanceresources.com)

Your Web ID: **LivingME**