



## **GEORGIA DEPARTMENT OF CORRECTIONS CORRECTIONS HUMAN RESOURCES MANAGEMENT**

### **OFFICIAL POLICY STATEMENT**

The goal of the Department is to maintain a productive and efficient staff. It is well established that personal problems may have an adverse impact on job accomplishment. At certain times special intervention may be needed to address personal issues, workplace conflicts among co-workers and/or supervisors, poor employee morale, or other situations that may adversely impact the work environment. Employees may also be involved in or witness a traumatic event, which unfortunately could have varying degrees of impact on their productivity and emotional state of mind.

Consequently, the Department provides services which are available to any employee (and his/her immediate family members). These services include the Employee Assistance Program (EAP) and Critical Incident Debriefing (CID).

#### **DEFINITIONS:**

1. The Employee Assistance Program (EAP) involves assessment of an employee's problems that affect his/her job performance and includes referral, limited counseling, and information to help resolve the problem. Usually, the problem deals with issues that occur away from work, but affect the workplace (legal, financial, substance abuse, marital, etc.).
2. Critical Incident Debriefing (CID) is a process to assist the survivor of a traumatic event in understanding the individual effects of trauma on the survivor and to help in the healing process of recovery.

Employees may review the written procedures covering categories defined above, by visiting the local Human Resources Office and requesting a copy of Standard Operating Procedures 104.04 Employee Assistance Program. Employees are encouraged to contact the local EAP/CID Coordinator for direct assistance. In addition, employees may call the CHRM EAP/CID Coordinator (478-992-5211) for more assistance.

HR Representatives will provide independent, impartial and confidential assistance to all employees/immediate family members of the Georgia Department of Corrections.

The rights and interests of all concerned parties will be respected and protected.