

State of California

Memorandum

HEADS OF AGENCIES, DEPARTMENTS, MAJOR
UNITS AND OTHER KEY PERSONNEL

Date :
January 31, 1974

Subject: ALCOHOLISM PROGRAM FOR
STATE EMPLOYEES

74-1

Governor's Office

The State has been conducting programs of early identification and referral to treatment of employed individuals experiencing job performance problems caused by alcohol abuse and alcoholism. Our experience has demonstrated the efficacy and benefits of such programs.

The State of California recognizes alcohol abuse and alcoholism as treatable conditions, and as an employer, the State will offer referral to treatment as a means of correcting job performance problems. A policy to focus the comprehensive resources of this State on alcohol abuse and alcoholism problems as they affect state employees shall be called the State Employee Alcoholism Program.

I have designated the Office of Alcohol Program Management as the state agency responsible for coordinating the implementation of the policy on alcohol abuse and alcoholism for California state employees which is as follows:

- . Alcohol abuse and alcoholism are major health problems in California and the country.
- . The State has the responsibility of informing its employees of the problems of alcohol abuse and alcoholism and of encouraging employees who suspect they have a problem to seek counseling and information on a confidential basis.
- . The use of alcohol is of concern to the State as an employer when it results either directly or indirectly in a job-related problem.
- . A problem exists when an employee's use:
 - . interferes with the efficient and safe performance of his or her assigned duties;
 - . reduces his or her dependability;
 - . reflects discredit on the agency.

The State views alcohol abuse and alcoholism as treatable conditions.

- . It is the policy of the State to help any employee who has alcoholism or a problem with alcohol before he or she becomes unemployable.

- The State will take action under which an employee with alcoholism or a problem with alcohol will be offered rehabilitative assistance. Ultimately, the employee must decide to accept help.
- It is the desire of the State to try, whenever possible, to assist an employee with alcoholism or a problem with alcohol to retain or recover his or her usefulness as an employee.
- If an employee fails to respond in a way that results in acceptable job performance, or his or her activities continue to discredit the agency, the employee shall be subject to the regular disciplinary procedures for dealing with problem employees.
- While rehabilitation is the primary goal, it must be recognized that misconduct, even though associated with alcohol abuse and alcoholism, may result in disciplinary action.

The Office of Alcohol Program Management will assist department chiefs to:

- Develop directives and procedures for implementation of the policy;
- Select coordinators for the departments;
- Evaluate the program, recommend changes when appropriate, and to prepare reports; and
- Develop an atmosphere of trust, enlightenment and credibility in the program.

The Office of Alcohol Program Management will provide training for coordinators and trainers in each department and will assist in the development of training for supervisory and all other personnel.

Directors of departments will support the State Employee Alcoholism Program by allowing staff time to provide development of program procedures and coordination, training and employee education.

Sincerely,


 RONALD REAGAN
 Governor

A B C D E X F S G H I J K L R M N O P M H

Executive Department
State of California

EXECUTIVE ORDER

B 96-82

WHEREAS, it is in the best interest of the State of California to assure a fully productive workforce by supporting the conscious pursuit of good physical and emotional health; and

WHEREAS, the cost to the State of illness, absenteeism, and disciplinary procedures can be reduced through constructive measures which also benefit state employees;

NOW, THEREFORE, I, Edmund G. Brown Jr., Governor of the State of California, by virtue of the power and authority vested in me by the Constitution and statutes of the State of California, do hereby issue this Order to become effective immediately.

1. It shall be the policy of the state to provide assistance to employes for the prevention and/or reduction of health problems as they relate to job performance.
2. The program to focus the resources of the state on health problems as they effect State employees shall be called the State Employee Assistance Program.
3. I have designated the Department of Personnel Administration as the state agency responsible for coordinating implementation of this program. The Department of Personnel Administration will:
 - Identify those state departments, such as the Department of Alcohol and Drug Programs, having specialized expertise and/or responsibility in the various areas of the comprehensive Employee Assistance Program.
 - Coordinate the activities of the identified departments in the preparation of an Employee Assistance Program manual to be maintained by the Department of Personnel Administration and provided to each department's Employee Assistance Program Coordinator.

-- Meet and confer with the exclusive representatives of State employees in an effort to incorporate the Employee Assistance Program into the State's collective bargaining agreements.

-- Assist department directors to:

- a. Develop directives and procedures for implementation of the policy.
- b. Select coordinators for the departments and merge the Employee Assistance Program with existing health care benefit programs.

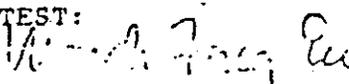
4. The Department of Personnel Administration will train coordinators and trainers in each department and will develop training for supervisory personnel in the fundamentals of Employee Assistance Programs.

IN WITNESS WHEREOF I have
hereunto set my hand and
caused the Great Seal of
the State of California
to be affixed this 4th day
of March 1982

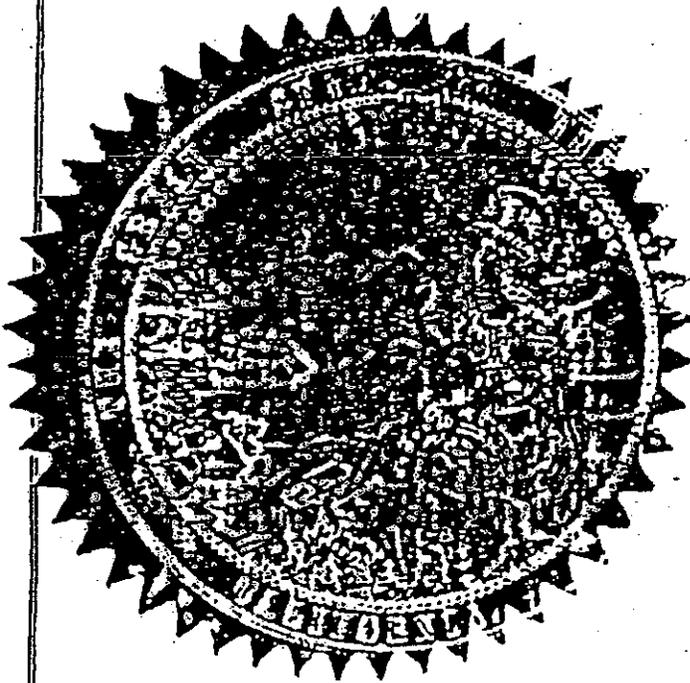


Governor of California

ATTEST:



Secretary of State



APPENDIX C

GOVERNMENT CODE SECTION 19816.16

The people of the State of California do enact as follows:

SECTION 1. Section 19816.16 is added to the Government Code, to read:

19816.16. The department shall implement the State Employee Assistance Program established by Executive Order B96-82 and may enter into one or more contracts to provide problem assessment and referral services. If the department enters into one or more contracts, the Controller shall transfer from the operating budgets of departments participating in the contract to the State Payroll Revolving Fund, an amount sufficient to fund each department's per capita cost. The Controller shall pay the contract or contractors pursuant to the master payment schedule and monthly certification from the department.