

Chapter: Employee Benefits
Title: Employee Assistance and Referral

Effective Date: 12/1/11
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New

ACA Standard(s): 4-JCF-6D-08

(a) **Policy.**

The Texas Juvenile Justice Department human resources department provides job related counseling and may recommend employees seek counseling services when an employee's personal problem is adversely affecting or has the potential for adversely affecting the employee's performance.

(b) **Rules.**

- (1) The human resource department and the human resource officer at each institution will maintain a list of available counseling services suitable for employees' use. The list includes counseling services for family and personal problems, substance abuse and financial indebtedness.
 - (2) When an employee's work performance begins to deteriorate, the supervisor should document performance and discuss the problem with the employee.
 - (3) Upon an employee's request or when appropriate, supervisors refer the employee to the personnel department for further referral assistance.
 - (4) Under no circumstances will a supervisor provide problem identification, diagnostic or counseling services to an employee.
 - (5) Employees are not required to accept referral assistance except as an alternative to disciplinary action for a violation of the Workers Health and Safety Drug-Free Workplace Program.
 - (6) If an employee's job performance continues to deteriorate, appropriate disciplinary action up to and including termination will be taken.
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