

FILED

In the office of the Secretary of State
of the State of California

MAR 5 - 1982

MARK FONG EU, Secretary of State

By *Walter R. Neuberger*
Deputy

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

E. M. DeBore

Governor of California

ATTEST:

March Fong Eu
Secretary of State

by *Anthony F. Gallo*
Deputy Secretary of State