





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 2 - Personnel

Policy Number:	2.15
Policy Name:	Employee Assistance Program
Authority:	City & County of San Francisco
Replaces:	3.9 Employee Assistance Program (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The institution provides for an Employee Assistance Program (EAP) that is approved by the parent agency.

II. GENERAL PROCEDURES

Juvenile Hall offers its employees confidential crisis counseling and referral services in the event of personal crisis that may develop from family problems, personal emotional problems, drug or alcohol abuse, or other matters.

- A. Program Coordinator: The City and County of San Francisco is responsible for the operation of the Employee Assistance Program (EAP). The Director or designee will be the facility coordinator. This individual will serve as an initial referral point for all management referrals for employee assistance in the areas of drug, alcohol, personal, family, or other nonperformance problems. Information will be provided at orientation or during the probationary period to all employees by the Training Manager.
- B. Records: The coordinator will maintain such records, as necessary, to document the nature and number of all program contacts. All records of employee assistance are confidential unless that confidentiality is waived by the employee.