

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 340, Chapter III, Chg. 1, EMPLOYEE ASSISTANCE PROGRAM**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)
- Yes If yes, whom? LMES LMER ORAU SURA
 Bechtel Jacobs Company
- Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?
 No Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include editorial revisions to indicate (1) the correct number of the correlating DOE Order (DOE 3792.1A), (2) the current organizational title of the ORO Human Resources Division (formerly the Personnel Division) and the Operations Division (formerly the Health and Safety Division), and (3) modify the language in Attachment 1, subparagraphs 1d-h, and 2 a-c and e to reflect current policies.
5. **CONTACT POINT:** Lois Jago Personnel Management and Analysis Branch, AD-442 576-0680
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**
- | <u>Remove</u> | <u>Dated</u> | <u>Insert</u> | <u>Dated</u> |
|---------------------------|--------------|--|--------------|
| ORO O 340, Chapter III | 09/07/1996 | ORO O Control Form | 09/30/1998 |
| Pages III-1 through III-5 | | ORO O 340, Chapter III, Chg. 1, Pages III-1 through III-5 | 09/30/1998 |

*ORO Orders are available on the ORO Directives Management Home Page
[http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form.
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

09/30/1998
Date

U.S. Department of Energy

Oak Ridge Operations

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| ORO O 340 Chapter III Chg. 1 |
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DATE: 09/30/1998

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM

1. PURPOSE. This Chapter correlates to DOE 3792.1A, EMPLOYEE ASSISTANCE PROGRAM, dated May 14, 1992, by assigning responsibility and accountability and providing administrative guidance to ORO and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 340, Chapter III, EMPLOYEE ASSISTANCE PROGRAM, dated September 7, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff.
4. RESPONSIBILITIES.
 - a. Director, Human Resources Division, administers the following programs:
 - (1) Occupational Health Services Program including:
 - (a) Operating the Health Units in the Oak Ridge Federal Building and at OSTI.
 - (b) For employees whose duty station is in the Oak Ridge, Tennessee; Paducah, Kentucky; or Portsmouth, Ohio, commuting areas:
 - (1) Schedules in-service medical examinations, and
 - (2) Arranges for advice or assistance from contractor physicians as required, or
 - (3) Assists in procurement of locally provided health services.
 - (c) Coordinating the disposition of requests for the release of medical information.
 - (d) Coordinating safety or occupational health matters with the Operations Division, as required.
 - (e) Submitting periodic and special reports regarding the operation of each program.
 - (2) Employee Assistance Program (EAP), performing those tasks identified in DOE 3792.1A, subparagraphs 8b, 8d, and 9a.
 - b. Chief Counsel concurs in the disposition of requests for the release of medical information.

c. ORO and OSTI Principal Staff.

- (1) Arrange for occupational health services (see Attachment 1 of this Chapter) to the extent feasible for employees whose duty station is outside of the Oak Ridge, Tennessee; Paducah, Kentucky; or Portsmouth, Ohio commuting areas.
- (2) Ensure that subordinate supervisors remain aware of the EAP policies and of their responsibilities under that program.

d. Occupational Health Nurse.

- (1) Serves as Coordinator of the EAP and performs those tasks identified in DOE 3792.1A, subparagraph 9c.
- (2) Provides emergency diagnosis and first treatment of injury or illness to Federal and contractor employees, as appropriate, when these occur during duty hours.
- (3) Provides services to current employees as described in Attachment 1 of this Chapter.

e. Supervisors.

- (1) Arrange for emergency diagnosis and first treatment of injury or illness (see paragraph 1a of Attachment 1 of this Chapter) when this becomes necessary during working hours.
- (2) Perform those tasks identified in DOE 3792.1A, subparagraph 9b, and refer employees to the EAP Coordinator when circumstances suggest that the employee appears to have a problem with alcoholism, drug abuse, or other medical, behavioral, or emotional problems.

NOTE: Final diagnoses require professional competence in the field and are a responsibility of the program staff.

5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS.

Attachment 1 - Occupational Health Services and Employee Assistance Program (EAP).

OCCUPATIONAL HEALTH SERVICES AND EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. **SCOPE.** For employees whose duty station is in the Oak Ridge, Tennessee; Paducah, Kentucky; or Portsmouth, Ohio, commuting areas, the program includes:
 - a. Emergency diagnosis and first aid treatment of injury or illness when this becomes necessary during working hours and it is within the competence of available professional resources of the ORO or OSTI Health Unit. When first aid treatment at a Health Unit is not available, the employee may be taken to a nearby physician or medical facility at the request of the employee or someone acting on his/her behalf.
 - b. Voluntary in-service medical examinations as provided in paragraph 2 below.
 - c. Administration by the Occupational Health Nurse as time permits of treatments and simple medications:
 - (1) Prescribed by a physician providing medical care when such treatments are within the capabilities of the Health Unit, or
 - (2) Furnished by the employee.
 - d. Health education by the Occupational Health Nurse as time permits to encourage employees to maintain their personal health. Coordination of the Medic Blood Drive three times each year.
 - e. Immunizations and specific disease screening examinations on a voluntary basis. Joint implementation of the U.S. Department of Labor OWCP Program with the ORO Personnel and Management Analysis Branch (PMAB) Personnel Specialist.
 - f. Referral of employees at their request to private physicians, dentists, or other community health resources with three free visits provided through the EAP for professional counseling.
 - g. Initial assessment and referral of employees who appear to have problems with alcoholism, drug abuse, or other medical, behavioral, or emotional problems which are affecting their on-the-job performance (see DOE 3792.1A, subparagraphs 9c (2)-(7)).
 - h. Follow-up to facilitate a successful re-entry of the employee into the workplace.
2. **PERIODIC IN-SERVICE MEDICAL EXAMINATIONS.**
 - a. A "complete" examination consists of two scheduled visits at the Oak Ridge National Laboratory Dispensary facility (see subparagraph 2e below): the first for multiphasic tests and the second for a personal examination by a physician.

- b. Each employee is notified whether the examination indicates that his/her physical condition is satisfactory or unsatisfactory and meets job requirements.
 - (1) If the employee's condition is unsatisfactory, the notification will include the specific findings which indicate a need for protecting or improving the employee's health. If the physical examination reveals a condition requiring work restrictions, the supervisor and the PMAB Personnel Specialist will be notified by letter.
 - (2) Treatment for any deficiency revealed by these examinations is the responsibility of the employee and his/her personal physician, unless the condition falls within the coverage of the Federal Employee's Compensation Act.
- c. Human Resources Division will make times available for "complete" examinations in accordance with the following schedule:
 - (1) Couriers and personnel eligible for complete examinations:
 - (a) Initially after completing 1-3 months of service, and
 - (b) Every 12 months thereafter.
 - (2) Employees with respirator certification will have "complete" examinations on an annual basis.
 - (3) Other employees age 45 or over are eligible for "complete" examinations:
 - (a) Initially after completing 1-3 months of service, and
 - (b) Every 12 months thereafter.
 - (4) All other employees are eligible for "complete" examinations after completing 1-3 months of service and every 36 months thereafter.
- d. Participation in this in-service medical examination program is voluntary. If an employee does not wish to participate, he or she should advise the Occupational Health Nurse so that scheduled examination periods can be made available to other employees.

NOTE: Examinations under the Occupational Health Services Program are distinct from fitness-for-duty examinations, which are mandatory when ordered by management in appropriate circumstances.

- e. Physical examinations scheduled in accordance with subparagraph 2c of this Attachment will be conducted by the following medical facilities:
- (1) The Oak Ridge National Laboratory Dispensary for all employees whose duty station is in the Oak Ridge commuting area.
 - (2) The Lockheed Marietta Energy Systems plant dispensaries for employees whose duty stations are in the Portsmouth and Paducah commuting areas.
 - (3) The Southeastern Universities Research Association medical facility for personnel at the Thomas Jefferson National Accelerator Facility Site Office.
 - (4) The U.S. Public Health Service, Federal Occupational Health Region VII, for Weldon Spring Site Office personnel.