

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. 2, 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 UT-B 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: Subparagraphs 4a(1)(c), and Attachment 1, subparagraphs 1f, 1h, 2b(1), 2c(1), 2c(4), and 2e(2)-(3) have been revised to reflect current policy and procedures.
5. **CONTACT POINT:** Iris Housley Personnel Management & Analysis Branch, AD-442 576-0682
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,
Chg. 1, Pages III-1 through III-5 | 09/30/1998 | ORO O Control Form
ORO O 340, Chapter III,
Chg. 2, Pages III-1 through III-5 | 06/29/2000
06/29/2000 |

ORO Orders are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/orchklst.htm. 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
Kenneth W. Warden, AD-440 June 29, 2000
Signature Management Analyst, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 04/01/2000

U.S. Department of Energy

Oak Ridge Operations

ORO O 340 Chapter III Chg. 2

DATE: 06/29/2000

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, Chg. 1, EMPLOYEE ASSISTANCE PROGRAM, dated September 30, 1998.
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) Scheduling in-service medical examinations, and
 - (2) Arranging for advice or assistance from contractor physicians as required, or
 - (3) Assisting in procurement of locally provided health services.
 - (c) Coordinating the disposition of requests for the release of medical information with the assistance of the Freedom of Information and Privacy Act Officer.
 - (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.

DISTRIBUTION: ORO, OSTI, AND CONTRACTORS

INITIATED BY: HUMAN RESOURCES DIVISION

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, psychiatrists, psychologists, or other health providers within the community.
 - 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 following treatment of alcoholism, drug abuse, or serious illness.

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, in addition to the Safety Director.
 - (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) Personnel eligible for complete examinations:
 - (a) Initially after completing 1-3 months of service,
 - (b) Every 36 months thereafter if less than 45 years old.
 - (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) Employees in the Personnel Security Assurance Program (PSAP) are required to have mandatory physicals every 12 months with an examination by a licensed psychologist.
- 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 Portsmouth and Paducah Site Offices have contracted with local health-care providers. Employees whose duty stations are in those commuting locations should consult with their Site Offices for details. In June 2000, physicals for these locations were available at the following locations:
 - (a) The United States Enrichment Corporation, Medical Services, Building C102, 5600 Hobbs Road, Paducah, Kentucky, for employees whose duty stations are in the Paducah commuting area.
 - (b) Southern Ohio Medical Center, Mercy Campus (contact LeAnn Sammons), 1248 Kinneys Lane, Portsmouth, Ohio, for employees whose duty stations are in the Portsmouth commuting area.
 - (3) Thomas Jefferson National Accelerator Facility Site Office, Medical Services, 12000 Jefferson Avenue, Newport News, Virginia, for personnel at the Thomas Jefferson National Accelerator Facility Site Office.
 - (5) The U.S. Public Health Service, Federal Occupational Health Region VII, for Weldon Spring Site Office personnel.