



PETE RICKETTS, GOVERNOR

JAN 07 2020

NGNE-TAG

MEMORANDUM FOR All Employees of the Nebraska Military Department and the Nebraska National Guard.

SUBJECT: Military Department Policy - Employee Assistance Program (EAP)

1. In order to accomplish our mission and serve the people of our great state and nation, we must maintain high levels of productivity and morale. The mental and physical health of the workforce is critical to our success. The organization has three different employee assistance programs to meet the needs of our full time State, AGR and Technician employees and their immediate family members. These services are provided at no charge to the employees. Counselors from each of the providers follow federal law and regulations which strictly prohibit the release of information from personal consultation; confidentiality is strictly upheld.

2. Problems such as alcohol or drug abuse; family, marital status, legal or financial difficulties; job, or other personal stresses can exist for our employees. These situations often manifest themselves in the form of accidents, poor conduct, attendance problems, and decreased quality of work and production. Employees are often reluctant to seek assistance because they feel that their problems are of a personal nature. Oftentimes these personal problems carry over and become employment problems.

3. Nebraska Military Department and Nebraska National Guard employees are encouraged to use the employee assistance program whenever they feel that they (or their immediate family members) have problems that require professional help. The following lists the three different providers, which personnel system they service, and contact information (phone number and web site).

a. Full Time State employees: Deer Oaks EAP

1) Phone: 1-866-792-3616

2) Website: [www.deeroaks.com](http://www.deeroaks.com)

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- b. Military Technicians, Traditional Guard members, AGR: Military One Source
    - 1) Phone: 1-800-342-9647
    - 2) Website: <http://www.militaryonesource.mil>
  
  - c. Federal Civilian Employees: Magellan Ascend
    - 1) Phone: 1-866-580-9046
    - 2) Website: <https://magellanascend.com?ccid=hpZiwITni%2FVKNrZqvUQNB1QmnaSXU3FGZhuulkeFpN5A%3D>
4. All providers maintain a 24-hour “800” hotline to provide assistance on a timely basis. If necessary, referrals are made to appropriate care providers.
5. If a supervisor refers an employee to an EAP counselor for performance-related problems, administrative leave is authorized for the first counseling session. If the EAP counselor deems more counseling sessions to be necessary, the employee is required to be in an appropriate leave status if the sessions are scheduled during duty hours.
6. This policy is approved for distribution to all employees of Nebraska Military Department and members of the Nebraska National Guard.
7. The points of contact for this policy are the State Equal Employment Manager at 402-309-8111 or the State Human Resources Manager at 402-309-8172.
8. This policy supersedes Military Department Policy (MIL 01-022-14) dated 31 March, 2014.
9. This policy will be reviewed NLT 1 January 2021 for verification or proposed changes by the policy proponent. This policy will stay in effect unless superseded or rescinded. Interim changes to this policy will not become official until they are reviewed and authorized through the appropriate authority.



DARYL L. BOHAC  
Major General  
The Adjutant General