

Subject	Effective	Supersedes	This Sheet	Total
Employee Assistance Program Policy	12/13/93		1	2

1.0 Purpose

The EAP is designed to:

- A. Help employees and their families deal with situations such as mental, emotional, financial, family, marital, vocational, substance abuse, legal and other concerns by linking them with appropriate help.
- B. Reduce problems in the work force, thereby retaining valuable employees.

2.0 Scope

All elected Officials and departments under each of their offices.
 (All employees in departments covered by the County Health Insurance Program)

3.0 Distribution

All Elected Officials and department and under their offices.

4.0 Definitions

EAP-Employee Assistance Program.

5.0 Policy

The County believes it is in the best interest of the employees and their family members to provide an employee service which will assist individuals with a wide range of problems. In response, an Employee Assistance Program (EAP) has been developed.

The EAP recognizes that most personal problems can be successfully resolved, provided they are identified and are referred to an appropriate area of assistance. When an employee or family member is experiencing problems, whether or not it affects their job performance, the employee is strongly encouraged to take advantage of the EAP.

Policies

- A. Employees and their immediate family members who have problems which they feel may affect their health and well-being are encouraged to contact the EAP. Participation in the EAP is totally voluntary.

- B. Employees and their immediate family members will receive an offer of assistance to help resolve such problems in an effective and confidential manner.
- C. All EAP issues will be handled in a confidential manner by the EAP provider consistent with federal and state law. No information, concerning the nature of individuals' personal problems will be released without prior written consent.
- D. Use of the EAP will not affect job classification, chance of pay raise, or promotion.
- E. Disciplinary procedures will remain unaltered; use of the EAP will not alter the responsibility of the employees to maintain an acceptable level of performance.
- F. EAP related appointments will be handled in a manner consistent with current county attendance policies. Flexible appointment hours are available.
- G. A supervisor may encourage use of the EAP, recognizing the fact that many job performance difficulties may be related to a personal problems or recommending specific solutions other than referrals to the Employee Assistance Program.