

Policy No. 3.03 **Employee Assistance Program**
Date of Issuance: **May 17, 2012**
Revision Date:

The Town Board feels it is in the best interest of both the public and the employee to provide a program designed to assist employees suffering from psychological disorders or mental health problems, alcoholism and other chemical dependencies. This can best be carried out through early intervention and referral to appropriate community and professional agencies for help.

1. Definitions

- A. Psychological disorders and mental health problems - Behavior or medical problems such as physical, psychological, marital, financial, legal, etc. involving either the employee or a member of her/his immediate family that definitely and repeatedly interfere with the employee's job performance.

- B. Alcoholism and other drug abuse problems - Illness in which the employee's or her/his immediate family's consumption of alcoholic beverages and/or use of other drugs definitely and repeatedly interfere with the employee's job performance.

2. Benefits

Alcoholism or other chemical dependencies and psychological disorders or mental health problems are recognized as illness and, as such, will receive the same financial benefits, insurance coverage as provided in the policy, and sick leave as presently provided for other illness.

3. Confidentiality

All communications between the employee and program staff will be confidential. No records of conferences and referrals will be kept in the employee's personnel file.

4. Acceptance/Rejection of Assistance

If the employee elects to reject referral and treatment, it is then the employee's responsibility to bring job performance up to standards outlined in her/his position description.

5. Availability

- A. The Town recognizes that an employee's job performance may be adversely affected by stress resulting from the fact that members of her/his immediate family may be afflicted with personal problems, alcoholism, and/or other drug dependencies. Therefore, assistance under this program is available to any

member of an employee's immediate family, either at the request of the employee or the family member.

- B. The EAP has brochures explaining the program and also contain the names of the resource coordinators. Attached to this policy is the name and telephone number of the current Employee Assistance provider.
- C. Additional information may be obtained from the resource coordinators.

6. Referrals

- A. An employee can refer himself or herself or a member of her/his immediate family to a resource coordinator, or a supervisor may refer an employee to a resource coordinator.
- B. At the initial contact with the resource coordinator a "Referral Request" will be completed. The employee will be asked to sign a "Consent to Disclose Information" form and will be given a written referral and an appointment with a provider qualified to assist with the problem(s).
- C. The written referral will request that the provider notify the EAP Program Coordinator whether or not the appointment was kept.