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**Policy: 2021003**

**Date in Effect: 03/18/2019**

**Latest Revision: 01/01/2023**

## **EMPLOYEE ASSISTANCE PROGRAM POLICY**

It is the policy of the City of Findlay to establish a confidential Employee Assistance Program (EAP) for all City employees and their immediate families. The City's providing an Employee Assistance Program is in recognition that a mentally and physically healthy employee is an asset to the City of Findlay and its mission of service.

A private contractor shall administer the EAP and shall provide triage, assessment, diagnosis, referral, preliminary treatment and/or crisis intervention to employees and their immediate family members. Such services shall be for a variety of crisis or other issues that could affect employee performance on the job. The nature of services to be provided shall be disclosed in a contract between the City of Findlay and an EAP provider.

This policy is not intended to violate or to supersede any contrary provisions to extant collective bargaining agreements, the terms of which are controlling.

### **DEFINITIONS**

- A. EMPLOYEE ASSISTANCE PROGRAM (EAP)** is a short-term resolution, assessment and referral program provided to City employees and their family members by the City of Findlay. Services are available for a variety of personal issues, including depression, marital and family relationship issues, alcohol and substance abuse, stress, financial issues, childcare and eldercare consultations, critical incident defusing and debriefing.
- B. IMMEDIATE FAMILY** for purposes of this policy statement, the term, "immediate family," means those persons to whom the employee is legally married to, or to whom the employee is a natural, adoptive or step-parent to or who is a listed beneficiary of any health care insurance that the City provides for the employee and such family members.
- C. EAP PROVIDER** for purposes of this policy statement, Promedica is the designated contractor providing EAP services to City employees.



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## PROCEDURES

### A. NEW EMPLOYEE ORIENTATION

1. As part of his/her orientation activities, every new employee shall be informed of the benefits of the Employee Assistance Program
2. The new employee shall receive EAP brochures and other informational materials
3. The new employee shall be provided with EAP contact numbers

### B. SELF-REFERRAL TO EAP

1. If an employee believes that he/she has an issue that might affect his/her work performance, the employee is encouraged to voluntarily seek information regarding EAP. Any such inquiry shall be held confidential between the employee and the EAP provider.

- C. An employee who chooses to take advantage of the EAP services that the City sponsors may contact the current provider for this service.

### D. SUPERVISOR REFERRAL TO EAP

1. A supervisor may refer any employee exhibiting behavior or job performance indicating that the employee might have need of EAP services.
  - a. Participation into EAP through Supervisor referral is **voluntary**.
  - b. The referring supervisor shall be sensitive to the employee's needs while the employee participates in EAP, but must respect the employee's privacy and the confidential nature of EAP services.
2. When an employee has experienced a serious or critical incident, the Supervisor should recommend EAP services to the affected employee
  - a. When a Supervisor believes that the incident has had a significant impact on the employee such that removal from the employee's current assignment might be warranted the Supervisor shall make such request through the chain of command to the Service-Safety Director.
  - b. The Human Resources Director shall review all such cases for both Service and Safety Divisions and determine, in consultation with the appropriate persons, whether the temporary removal or reassignment of the employee is in the employee's and the City's best interests.
  - c. The Human Resources Director, along with the Service-Safety Director and the department head, shall determine the length of the temporary reassignment or removal after consulting with the appropriate persons.

**E. EMPLOYEE PARTICIPATION IN EAP**

1. Employees who participate in any EAP program are expected to meet existing job performance standards and established work rules, within the framework of applicable bargaining agreements, Civil Service Commission Rules and City policy
2. Participation in EAP programs are not to be viewed as an alternative to or escape from disciplinary measures, when those measures are warranted.
3. Participation in any EAP program could however, be imposed as part of a disciplinary sanction, subject to the confidentiality and record-keeping restrictions of this policy statement.
4. An employee's participation in EAP or that of the employee's family member, shall not jeopardize or impair job security, promotion opportunities or reputation.

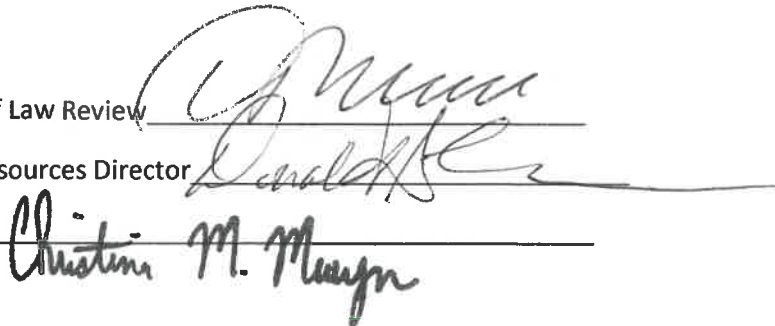
**F. CONFIDENTIALITY**

1. All EAP records shall be held strictly confidential
2. All EAP records are considered to be medical records and are privileged to the maximum extent allowed by applicable Federal law and Ohio statute
3. No EAP record is to be placed in any employee's file
4. No EAP record is to be noted in any documented subject to public disclosure
5. No records showing specific persons usage of the EAP program will ever be provided to the City. Rather, monthly reports indicating only the number of EAP referrals shall be provided to the Human Resources Department by the contracted EAP.

Director of Law Review

Human Resources Director

Mayor

Three handwritten signatures are present, each written over a horizontal line. The first signature is for the Director of Law Review, the second is for the Human Resources Director, and the third is for Mayor Christina M. Meyer.