

SEWARD COUNTY
EMPLOYEE ASSISTANCE PROGRAM
(EAP)

Revised Policy Date: January 2020

Seward County

EMPLOYEE ASSISTANCE PROGRAM POLICY

The goal of the Employee Assistance Program (referred to as EAP) is to assist employees of Seward County who may experience personal or emotional difficulties, which may affect job performance. Seward County has contracted with ComplianceOne's "Employee Assistance Program" to provide this service. The EAP is available to all employees of Seward County and their immediate family members.

POLICY

- Seward County recognizes that personal and emotional difficulties, which may include alcohol and drug problems, marital and family difficulties, stress, anxiety, depression, financial issues, and workplace conflicts, may affect any employee.
- Seward County recognizes personal and emotional difficulties can contribute to deteriorating job performance.
- Seward County encourages employees to utilize the services available through "Employee Assistance Program". In addition, supervisors may utilize the resources of the EAP as an integral part of an intervention program when personal problems are suspected of causing poor job performance.
- Seward County acknowledges that use of the EAP does not in any way alter management's responsibility or authority as an employer.
- Participation in the EAP will not in any way jeopardize future employment or career advancement; participation will not, however, protect the employee from disciplinary action or substandard job performance or rule infractions.
- Seward County recognizes and encourages employee to use the EAP on a voluntary basis. Seward County therefore agrees to help promote the EAP for employees and immediate family members who seek assistance with personal and emotional difficulties.

CONFIDENTIALITY STATEMENT

- Seward County recognizes that the success of the EAP will be enhanced by protecting the confidentiality of those employees utilizing the program.
- The "Employee Assistance Program" will not reveal the name of the employee who self refers to the EAP.
- Information supplied to Seward County on employees referred to the EAP, by a supervisor, will be limited to the following: acknowledgment of failed or kept appointments and acknowledgment of treatment compliance. Additional information, including specific diagnosis or treatment, will not be released unless the employee signs a release specifying the information to be released and to whom.
- All information, regarding an employee's participation in the EAP, is part of the clinical record maintained by "Employee Assistance Program" and is subject to all state and federal confidentiality laws governing such medical records.

PROCEDURE

The Employee Assistance Program will be coordinated by an external agency, ComplianceOne. This program will include a toll free 1-800 number, available 24 hours a day, answered by licensed or certified master's level mental health professionals who will provide crisis intervention, telephone assessment, and assistance with a referral to community resources if appropriate. The 1-800 Employee Assistance Program number will be provided to each individual employee and be available on the Seward County bulletin boards.

All referrals, for face to face counseling, will be directed to the nearest community mental health center or appropriate agency for assessment and determination of the most appropriate level of care. These referrals would include coordination of the time, date, therapist, and location according to the caller's convenience. A face-to-face contact, with a therapist, will be assured within specific time frames, according to the level of urgency. **Seward County has provided one (1) face-to-face session, with no out of pocket expense, per household per calendar year under this policy. All expenses incurred beyond these initial sessions, voluntary or mandatory, will be the responsibility of the employee.**

VOLUNTARY REFERRAL

The EAP provides unlimited access to all employees and immediate family members, for use at their own discretion as needed. A mental health professional will listen and offer suggestions that might help. Crisis intervention, telephone assessment, and timely access to ongoing treatment resources if appropriate are available through "Employee Assistance Program".

MANDATORY REFERRAL

Mandatory referrals may be made to the EAP by supervisors of Seward County. A mandatory referral shall be the result of a documented problem or problems related to poor job performance on the part of the employee. If a mandatory referral is made by a supervisor, the referral form shall be completed by the supervisor, signed by the employee and the form forwarded to the EAP coordinator of Seward County. The EAP coordinator of Seward County will contact the EAP counselor to alert them to the required contact. The employee will have 48 hours after signing the referral form to contact an EAP counselor by calling 1-800-999-1196 to set up a face-to-face meeting. The EAP counselor will confirm contact from the employee by notifying the EAP coordinator of Seward County. Failure to contact the EAP counselor within 48 hours, without just cause, may be grounds for disciplinary action, including termination.

SEWARD COUNTY

EAP POLICY RECEIPT

As an employee of Seward County I affirm that I have received a copy of the agency EAP Policy. I am aware that I may be referred to an education and treatment program based on deterioration in my job performance. I agree to abide by all provisions of the EAP policy as a condition of my continued employment with the agency.

Employee Name (Please Print)

Employee Signature

Date

Seward County Representative

Date