

City Of New Hope

Employee Assistance Program

The objective of the employee assistance program (EAP) is to reduce problems in the work force and to retain valued employees. The City recognizes that personal and work problems can be dealt with successfully when identified early and referred to appropriate care.

It is the purpose of this policy to provide an opportunity for all employees to obtain confidential assistance in resolving personal and work problems as the need arises. Further, while there is no intent to intrude upon employee's personal lives, it is appropriate when there are indications of declining work performance, attendance or behavioral problems that employees be offered professional and confidential assistance to resolve their problems.

The employee assistance program deals with the broad range of human problems including: emotional/behavioral, family and marital, alcohol and/or drug, financial, legal, work and other personal problems.

The program provides problem assessment, short-term counseling, and referral. Costs for those services are covered by the employer. Costs incurred for other services not covered by insurance or other benefits are the responsibility of the employee.

Policy For Use of This Program

1. The program is available to employees or their families on a self-referral basis since problems at home can affect the job. If employees or family members have personal or work problems that may benefit from assistance, they are encouraged to use the program.
2. Participation in the program will not jeopardize an employee's job security, promotional opportunities or reputation.
3. All records and discussions of personal or work problems will be handled in a confidential manner. These records will be kept by the EAP provider and will not become a part of the employee's personnel file.
4. Employees will be encouraged to seek assistance to determine if personal or work problems are causing unsatisfactory job performance. Participation in the program is the personal choice of the individual.
5. All levels of management are responsible for using this program when appropriate to assist in resolving job performance problems related to personal problems.
6. This policy is not intended to supplant the normal disciplinary process or in any way block any union member's legitimate access to the contractual grievance procedures. Employees have the choice of accepting or rejecting a management referral to the EAP. If the employee accepts assistance, it is the employee's option whether or not to give written consent for the EAP provider to give the referring supervisor or manager the following information: whether the employee has contacted them and whether or not the employee is following recommendations. No information regarding the nature of the employee's problem will be given to their employer.
7. Employees participating in the EAP are expected to meet existing work performance standards.