

EMPLOYEE ASSISTANCE PROGRAM

Purpose:

To provide a comprehensive personal assistance program to the regular members of this district.

Scope:

This program is available to all members of the district on the active roster and their immediate family members.

Definitions:

Active Status – For the purpose of this SOG active status includes those members on the district active roster, persons on personal leave of 90 days or less, and persons on medical leave of 90 days or less. Not including are persons inactive with the district as determined quarterly by the Board of Trustees, those persons on military leave and any person whose leave for any reason has lasted longer than 90 days.

Program:

This program is a free and confidential short-term counseling, referral and follow-up in such areas as crisis intervention, marriage and family relations, co-dependency, death and dying, divorce, dysfunctional relationships, and alcohol and drug dependency. In addition, the EAP can teach you problem-solving skills to help you deal with any stress you may encounter on the job.

Confidentiality:

All reports of individual participation in the program shall remain completely confidential with the only exception being matters of safety to the members and other citizens and then will be handled in a confidential and appropriate manner.

Reports of personnel involvement shall include only the number of persons utilizing the program. The report will be reviewed by the Executive Staff. The report will be filed in the medical record section of the administrative offices.

The Executive Staff will report to the membership on the actual numbers utilizing the program and will review the actual numbers prior to renewing a contract with the provider service.