

CITY OF NORTON SHORES EMPLOYEE ASSISTANCE PROGRAM

Policy Statement

I. Purpose:

The purpose of the employee assistance program is early identification of employee problems to increase workplace productivity and retain valued employees.

II. Scope:

The policy applies to all regularly scheduled full and part-time employees of the organization, regardless of their job title or responsibilities.

The program is also available to employees' dependents, since it is recognized that problems at home can adversely affect an employee's ability to function on the job.

III. Policy:

Participation in the program will not jeopardize an employee's job security, promotional opportunities, or reputation. Likewise, participation in the EAP does not exempt employees from their normal job requirements nor does it allow exceptions to the standard work practices and policies.

There is no charge for the first two prepaid EAP visits. However, if costs are incurred beyond the two prepaid visits that are not covered by insurance or other benefits, that cost will be the responsibility of the employee.

The program is designed to provide assessment, screening, short-term treatment, and referral to appropriate care in order to enhance treatment. NOTE: Referral will be made at the request of the employee or if *WorkLife Services* EAP does not provide the recommended service.

A. Confidentiality:

All records and discussion of problems will be handled in a strictly confidential manner by *WorkLife Services*. In the event an employee **chooses** to sign a release to allow *WorkLife Services* to provide specific information regarding the employee's visit(s) to the City, that information will be maintained by the City separate and apart from the personnel file.

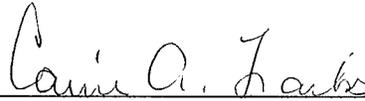
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B. Referral:

If employees or their dependents realize that they have personal problems that could be resolved through the assistance of the EAP, they are encouraged to seek such assistance on their own.

When performance problems are not corrected with normal supervisory attention, employees may be referred to the EAP to determine whether personal problems are causing unsatisfactory performance. If performance problems are corrected, no further action will be taken. If performance problems persist, the employee will be subject to normal corrective procedures.

This policy does not alter or replace existing administrative policies or contractual agreements, but serves as an adjunct to assist in their utilization.



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