

## **Employee Assistance Program (EAP)**

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- 1.0 POLICY STATEMENT:** It is the policy of the City to provide and maintain an accessible, confidential and voluntary Employee Assistance Program (EAP) to assist full-time employees in resolving a variety of difficult personal issues.
- 2.0 PROCEDURES:** The City will make available, free of charge to the employee, EAP services to full-time employees. Employees voluntarily seeking assistance are not required to inform the city, co-workers, supervisors or department directors.
- 2.1 EAP services are confidential and voluntary. No specific information about the nature of the employee's difficulty or details about participation, progress, and on-going treatment will be released without the express written authorization of the employee, except as mandated by state and federal law. EAP records will not become part of the employee's personnel file. The City will receive periodic statistical utilization data from the EAP, with no identifying employee information.
- 2.2 The EAP is not a substitute for normal performance standards, performance evaluation or disciplinary procedures. Supervisors and employees retain their usual responsibilities in these areas regardless of use of the EAP. Employees are not excused from their work responsibilities at any time while participating in the EAP.
- 2.3 Receiving EAP services or other assistance through the program in no way protects the employee from discipline or termination due to poor performance or violations of city policies during or after the time the employee is involved in the EAP.
- 2.4 EAP visits shall be scheduled during non-work hours. If time away during work hours is inevitable, comp-time, sick leave or vacation time will be used, in that order, to provide the employee with pay while receiving assistance.
- 2.5 The city will pay up to six visits, if that many is needed. Assistance may include, but is not limited to, alcohol/drug abuse, depression/grief, etc. The EAP will review insurance coverage, payment obligations and treatment alternatives if and when treatment is needed beyond the sixth visit or for a service not within the scope of the EAP.

2.6 An employee can directly and confidentially contact the EAP to initiate the process and schedule an appointment by calling **(423) 302-3480**. For immediate emergency attention, an employee may go directly to an emergency department of any local hospital.

**3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

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M. Denis Peterson  
City Manager

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Revisions: