



# Unified Government Human Resources Guide

Effective 12-06-18

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

### I. General

- A. The Unified Government may elect to provide an Employee Assistance Program (EAP) for employees or members of their families who have or may develop a personal problem that interferes with their ability to lead a normal productive life, including marital, legal, drug abuse, alcoholism, financial, emotional, or stress-related problems. (See also 2.4 - Drug-free Workplace.)
- B. The goal of the EAP is to assist the employee in addressing the problem before the employee becomes unemployable or the family becomes disordered.
- C. The Unified Government has contracted with a provider for the Employee Assistance Program, who will provide agreed-upon EAP services, using the provider's network of EAP service providers, separate and independent from the Unified Government, in compliance with current policy. Employees and supervisors may contact Human Resources for the provider's phone number and address.

### II. Policy

- A. This policy is not intended to block an employee's access to any provision of a Memorandum of Understanding or other contractual agreement between the Unified Government and a represented group of employees or to supersede the following policies: 2.1—Equal Opportunity in Employment; 2.2—Harassment in the Workplace; and 7.2—Grievance Procedure.
- B. The EAP is open to all Unified Government employees (except temporary and summer employees) and dependent family members, whether or not they are members of a represented group of employees.
- C. It is the policy of the Unified Government to assist, in a confidential manner, all employees and their dependent family members who may be having personal problems.
- D. It is in the best interest of the employees and the Unified Government to treat these problems at the earliest opportunity. Employees or dependent members of their families, even in the early stages of a problem, are encouraged to voluntarily seek help and to follow the treatment plan that may be recommended.
- E. The Unified Government believes that alcoholism is a disease and should be treated. The Unified Government further believes that drug dependency can and should be treated. Therefore, any employee or dependent member of the employee's family having the disease of alcoholism or drug dependency will receive the same careful and professional treatment as an employee or dependent with any other illness.
- F. Management personnel are responsible for implementing this policy and following the procedures that have been designed to ensure that no employee will have his or her current job security or future promotional opportunities jeopardized by a request for assistance. The Unified Government may refer an employee to the Employee Assistance



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Program for a formal management referral when there is a pattern of unsatisfactory work performance or inability to perform the essential functions of the employee's position.

1. However, continued unsatisfactory job performance or poor attendance will be handled in accordance with existing policies concerning absenteeism and poor work performance.
  2. This policy and related procedures are not intended to replace the department's normal disciplinary process, including, but not limited to, the application of 7.1—Rules and Discipline, or 3.3—Separation from Employment.
- G. Initial appointments for Mandatory EAP will be on Unified Government time (appointment time only). Subsequent appointments must be scheduled outside of normal work hours.
- H. This policy is not intended to provide time away from the job. However, as necessary, refer to 5.1—Sick Leave and 5.11—Leaves of Absence Without Pay.

RELATED POLICIES:

- 2.1 Equal Opportunity in Employment
- 2.2 Harassment in the Workplace
- 2.4 Drug-Free Workplace
- 3.3 Separation from Employment
- 5.1 Sick Leave
- 5.11 Leaves of Absence Without Pay
- 6.3 Violence-Free Workplace
- 7.1 Rules and Discipline
- 7.2 Grievance Procedure
- 7.4 Substance Abuse