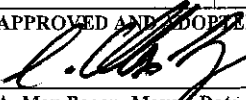

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b> EMPLOYEE ASSISTANCE PROGRAM (EAP)
	<b>NUMBER:</b> BEN 4-0	<b>REVISIONS:</b>	<b>EFFECTIVE DATE:</b> 10/03/2011
	<b>SUPERCEDES:</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>   A. Max Bacon, Mayor, Date      Eric Taylor, City Administrator, Date	

**PURPOSE:** To provide timely and professional counseling and assistance to City employees and/or their eligible dependents who are experiencing problems that may affect the employee productivity or attendance.

### STATEMENT OF POLICY

Because the personal problems of employees, if left unresolved, may lead to serious health problems, impaired job performance, and lowered productivity, it is the policy of the City of Smyrna to make available an *Employee Assistance Program* (EAP) for all City employees and their eligible dependents in need of professional assistance.

While an immediate supervisor, department head, or other City official may strongly recommend that an employee use EAP services, such services are confidential and are provided and received voluntarily. However, an employee and/or his or her eligible dependents may seek assistance from the EAP without a referral from the employee's supervisor, department head, or other City official.

Immediate supervisors play a vital role in identifying and referring employees experiencing problems which affect job performance and productivity to the EAP. City supervisors and department heads shall, therefore, be alert to signs of decreasing performance, changes in mood, or physical signs of alcohol or drug abuse in employees.

If there is reason to believe that an employee has a personal problem (e.g., marital, family, or relationship problems, stress, alcoholism, drug dependence, financial worries, or emotional or psychological problems) that affects the employee's ability to perform his or her job, the immediate supervisor and/or department head should remind the employee that the EAP is available to help the employee and/or his or her eligible dependents.

Although under no obligation to do so, a department head may give an employee the opportunity to participate in the City's EAP in lieu of being terminated for unacceptable performance if the department head has discussed the matter with the City Administrator and Human Resource Director and they all agree that such a step is in the best interest of the employee and the City.

The City employee and/or his or her eligible dependents may call the EAP counselor directly any time a problem affects life at home or at work. When calling the EAP, employees or eligible dependents should identify themselves as a City of Smyrna employee or eligible dependent.

**Cost** - EAP services are free to employees and their eligible dependents as part of the employee benefit package provided to City employees. EAP services are provided by professional clinicians and may include problem identification, client referral, problem discussion, problem resolution and follow-up.

Sometimes a referral to another source of help is called for. An EAP referral to a service provider in the community shall be done in the most cost-effective manner consistent with responsible clinical practice. There may be costs to the employee associated with the use of other community service

providers to whom he or she is referred. If client referral is made by the EAP clinician to a community service provider outside of the EAP, the employee should consult the City's Group Health Plan provider booklet to determine whether or not specific services may be covered under the City's group health plan.

***Confidentiality*** - All EAP clinical records are confidential and are neither kept by the City of Smyrna nor do they ever become part of a City employee's personnel record.

Participation in the EAP program will be kept in confidence. The counselor will not reveal the employee's identity or any subjects discussed during counseling sessions. City department heads referring an employee to the EAP will only be told if the employee has made or kept the first appointment. However, no information will be given as to the topics discussed with the EAP clinician or to additional appointments made without the employee's permission.

The EAP involves clinical services that must conform to confidentiality requirements applicable in the delivery of professional mental health and substance abuse services. Therefore, issues of alleged child abuse, suicide, and/or homicide dangers must be reported to the appropriate public authorities.