

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation		P&P-L-109
Benefits		
Effective Date: 05-12-23 Supersedes: 03-30-17	Approval: Sheriff	Number of Pages: 2
References:	Reevaluation Date: Annually	Standards: CALEA LE 22.2.2 , LE 22.2.3 , LE 33.8.4 , COM 3.2.3 , 3.2.4 , ACA 7B-18 , 7C-01 5 th Edition

I. TUITION REIMBURSEMENT

After one year of regular employment, County employees are eligible to apply for tuition assistance for job-related course work. There is an annual maximum of \$2,000.00 per regular full-time employee, and \$1,000 for regular part-time (at least .5) employees. Eligibility for this benefit ceases upon the effective date of separation from the County. If the separation occurs after tuition reimbursement approval, but prior to course completion, the approval shall be rescinded. Tuition reimbursement requests must be approved prior to taking a class. For more information, contact the Human Resources Department. (This program is subject to funding availability and may be suspended due to budgetary issues.)
<7B-18><COM 3.2.3e><LE 33.8.4>.

II. EMPLOYEE ASSISTANCE PROGRAM (EAP)

<https://www.healthadvocate.com/members>.

HealthAdvocate is a ***NO COST*** benefit available to you and all members of your household. HealthAdvocate is paid for completely by the County because we want you to be at your best and to feel great.

HealthAdvocate offers the following:

- Three (3) counseling sessions per issue, per year with a licensed professional.
- No cost to you or any members of your household including dependent children up to age 26 (at home or not).
- Sessions are available face-to-face, by phone OR tele-video.
- For continuum of care after your three free visits, check to make sure your therapist is in your Aetna network. Mental health co-pays continue to be waived for in-network providers for the Aetna Whole Health and HMO plans.
- For assistance in finding an in-network behavioral health specialist, request the Proactive Placement program when you call, the team will help you locate a provider that works for you and your family.

There are many other services that HealthAdvocate provides to include: Eldercare, Child Care, Parenting, Relationships, Pets, Depression, Addictions, Fitness, Nutrition, Stress, Handling Divorce, Navigating Your Career, Housing, Military Life, Legal Info and Finances.

Visit HealthAdvocate's [website](#) to get more information on all this program has to offer. with dedicated staff that can help with almost any problem ranging from medical and family matters to personal, legal, financial. and emotional needs. <7C-01><COM 3.2.4>

Managers may remind employees of the EAP or encourage its use when the manager observes negative on-the-job performance that could possibly be resolved through the use of this program. However, participation in the EAP is strictly voluntary.

All department managers and supervisors are expected to be familiar with the services provided by EAP. Managers and supervisors are required to participate in agency sponsored EAP training through the PoliceOne module.

By Order of the Sheriff