



Employee Assistance Program Policy

Policy No. C-07¹

The Scope of this policy includes the following individuals:²

- ✓ Employees (including Appointed Officials, Probationary Employees (full-time), Full-Time At-Will Employees, Part-Time Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)

I. PURPOSE

To provide information regarding the City's Employee Assistance Program (EAP), a confidential program designed to assist employees and their families in handling personal and work-related problems.

II. POLICY APPLICATION

All employees are eligible to participate in the EAP from the date of hire. Employees can contact the EAP provider or Human Resources to confirm coverage for immediate family or other family members living in the household.

Some of the most frequently identified problems for which an employee may use EAP include emotional and personal conflicts, grief and loss, parenting, family blending, legal problems, work performance issues, marital conflicts, managing stress and change, anxiety and depression, financial problems, and addiction problems (gambling, alcohol and drug abuse).

Depending on the employee's benefit plan, the EAP allows a number of sessions at no out-of-pocket cost to the employee. Employees may contact the Benefits Division or their department's HRBP for information on the number of free sessions. If more sessions are

¹ This policy is not to be construed as a contract or an implied contract concerning any employment-related decision or term or condition of employment. The City reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this policy at its sole discretion. See Introduction, Administrative Policy No. A-01.

² The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

necessary, or if a referral is made for a service outside the EAP, the employee will be responsible for payment of fees or copays. Referrals, if necessary, are coordinated by the EAP with the employee's health benefit plan design.

The Human Resources Director or designee will designate the Human Resources Business Partner, or another HR staff member as an EAP Coordinator who will serve as the initial point of contact for employees who are referred for counseling and secure all necessary paperwork. The EAP Coordinator will also monitor the progress of referred employees during and after the rehabilitation period while maintaining complete confidentiality pertaining to all EAP referrals.

III. APPROVAL

APPROVED BY:

Richard Derrick, City Manager/CEO

REVIEWED BY:

Nicholas Vaskov, City Attorney

Brooke Stream, Director of Human Resources

Record of approved document can be obtained through the Human Resources Department.

Relevant Form(s)/Link(s):

[My COH Benefits Site – EAP Information](#)

ORIGINAL EFFECTIVE DATE: 2/16/2016
REVISION DATE(S): 6/27/2023