

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### Procedure

### Section 5.23

## EMPLOYEE ASSISTANCE PROCEDURE

### Procedure

The following procedures will provide employees with information on the specifics of the Employee Assistance Program.

How to access this program:

A. Self Referral

A person may seek help by contacting the CAPE directly.

B. Family Referral

The concerned family seeks the advice of the CAPE in obtaining assistance for the employee. Immediate family members may also get assistance in solving personal problems of their own through the Employee Assistance Program.

C. Peer Referral

An individual who is concerned about a co-worker should seek the assistance of the CAPE.

D. Supervisory Referral

The supervisor applies standard objective appraisals of work performance and disciplinary courses of action within the established framework of agency policy. In those cases where a poor job performance situation/ problem continues, the supervisor shall make the employee aware of the existence of this Employee Assistance Program.

Union Referral

A union representative who is concerned for a co-worker shall make the employee aware of the existence of the Employee Assistance Program.

How the Program Works:

A. A committee of concern has been involved in the development of the EAP and will continue to oversee the effectiveness of the program.

B. A representative of Management shall be designated as the liaison with the Director of the CAPE.

C. Referrals are made to the CAPE directly.

D. Private and *confidential* information and referral or assessment is made by the CAPE Program. Suggestion can be made for a more detailed treatment center, a psychologist, a marriage counselor, a financial or legal counselor or whatever is necessary.

- E. There is no cost to employees and/or family members to up to and including three (3) assessment appointments per problem incident through the CAPE. Subsequent counseling and utilization of community resources will be paid for by the employee or as allowed through existing health care benefits.
- F. Employees who seek assistance are assured of complete confidentiality as required by law. The only exceptions are situations involving harm to self, harm to others specifically and child and/or elderly endangering. Program records **will not** become part of employee personnel files. Program records will not be released without written permission of the employee.
- G. At each step in the program, the objective is to assist the individual in the identification and resolution of concerns. To accomplish this objective, the individual must be satisfied and comfortable with this program at every level. Special effort will be made to insure that the experience is a positive one.

Counseling is valuable for any of us because at any time, we could react adversely to stress, pressure or change and require the objectivity that a counselor provides. Pressures and concerns come from all areas and the EAP is not limited to particular problems. Our objective is to retain valued, skilled employees and assist them in restoring their productive lives. This program is valuable to everyone, so we encourage you to take advantage of it.

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