



## Employee Assistance Program Policy

### PURPOSE

Grand Traverse County will provide confidential and voluntary assistance through its Employee Assistance Program (EAP) to all employees and their family members who may be faced with challenges of financial concerns, legal issues, work concerns, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc. For the welfare of employees as well as for effective business operations, Grand Traverse County encourages its employees to take advantage of this valuable benefit.

### POLICY & PROCEDURE

Grand Traverse County recognizes that all employees are individuals and occasionally have unique personal problems which sometimes affect their job performance. These problems may be related to marriage, family, finances, stress, alcohol or drugs. In most cases these conditions can be effectively treated and controlled. Therefore, the County has established the Employee Assistance Program which will provide employees with an opportunity to seek assistance with difficulties which may be affecting their job performance, and which will provide supervisors with an additional resource in dealing with employee problems.

While the County encourages employees and their family members who think they may have a problem which is affecting their lives at home or at work to seek treatment, the primary concern as an employer is limited to problems which affect the employee's attendance and performance on the job. Although an employee's involvement with this program will not be the basis for any disciplinary action, the program is not intended to replace normal performance appraisals or disciplinary procedures.

### Confidentiality

All contact between an employee and the EAP is held strictly confidential. In cases where an employee's continued employment is contingent on calling the EAP, the EAP counselor will only verify whether the employee has contacted the EAP and, if ongoing treatment is necessary, that the employee is following through on the treatment. Information given to the EAP counselor may be released to Grand Traverse County only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Participation in the program will not excuse continued poor job performance. Failure to attend a recommended program will not be grounds for discipline in the face of a completely satisfactory job performance.

### EAP Services

- Unlimited telephone access to EAP professionals 24 hours a day, seven days a week
- Telephone referral
- Services for employees and eligible dependents
- Robust network of licensed mental health professionals
- Three face to face sessions with a counselor per household per year
- Legal assistance and financial services
- Online will preparation

- Legal library and online forms
- Telephonic financial consultation

EAP Services are currently provided by Mutual of Omaha. Contact EAP at 1-800 316-2796 or visit them at [mutualofomaha.com/eap](http://mutualofomaha.com/eap).

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

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