



Policy 7.1	Employee Assistance Program		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

EMPLOYEE ASSISTANCE PROGRAM

7.1

POLICY

DuPage County believes that its employees are its most important asset. The County recognizes that people experience difficult personal and family problems from time to time that may affect work performance if left unresolved. The Employee Assistance Program (EAP) is a confidential service that offers employees professional guidance, counseling and referral services.

ELIGIBILITY

- All employees regardless of employment status and their immediate family members. Family members are defined, by EAP, as either anyone living in the same household as the employee or covered on the employee's insurance plan.

GUIDELINES

- A. The EAP is a confidential program. The EAP does not disclose an employee or family member's participation to anyone. Employees and family members using the EAP are protected by confidentiality regulations that forbid case discussion with anyone without the employee's written permission. EAP counselors are legally required to maintain the confidentiality of client information. Confidential requirements are subject to State mandatory reporting issues. Unless a consent to release information form is signed, giving the EAP counselor permission to speak to someone, no one will know that the employee is using the program.
- B. Participation in the EAP is voluntary. An employee cannot be required to seek assistance; however, Supervisors may make a formal written referral if job performance has deteriorated. It is only with written permission from the employee that information can be shared with the workplace.
- C. Problems addressed by EAP counselors may include:
 1. Marital or family problems
 2. Job stress

3. Emotional stress or depression
 4. Credit counseling; budget emergencies; financial planning
 5. Childcare problems
 6. Alcohol and drug dependencies
 7. Legal difficulties
 8. Psychological counseling
- D. The EAP is offered free of charge to all eligible employees. If referral to an outside agency is necessary, the outside agency may require additional fees from the employee for their services.
- E. Employees who seek assistance through the EAP or who have been formally referred continue to be bound by County policies, practices, performance expectations and disciplinary procedures.
- F. If formally referred by a supervisor, the employee's first counseling session may be scheduled during normal work hours, if necessary. If any other sessions are needed after that, it will be on the employee's own time. Self-referrals shall also be scheduled on the employee's own time.

PROCEDURES

Please refer to the EAP website on the DuPage County Employee Intranet under Human Resources tab at http://dupage.dupageco.org/HR/index.cfm?doc_id=636