

Employee Assistance Programs

When exercising this authority agency, must use the following criteria:

- 1) Civilian employees shall receive assistance to resolve personal problems before they have or will have an adverse impact on job performance and/or conduct. Personal problems may be related to but not limited to family matters, conflict at work, depression or anxiety, misuse of drugs or alcohol, surviving natural disasters or workplace crises, etc. When feasible, the EAP may also be extended to immediate family members of civilian employees.
- 2) The EAP is available to offer resources and professional help with assessing a problem, providing short-term counseling, and referring civilian employees to other community and specialized professionals. Types of personal problems that can adversely impact employee performance and/or conduct that would benefit from an EAP referral include, but is not exhaustive, addiction, career changes, dependent care, financial concerns, grief and loss, legal concerns, marital issues, medical problems, parenting, personal decision making, relationship difficulties, stress management, etc. Problems requiring more than six face-to-face counseling sessions to resolve must be referred to community resources after the sixth session.
- 3) EAP may provide educational presentations and health fairs. Non-civilian employees may attend group EAP activities on a limited, space-available basis.
- 4) Information regarding discussions with employees and EAP staff cannot be disclosed without the employee's written permission except for instances of suspected child or elder abuse, or for employees who commit or intend to commit crimes that would harm themselves, someone else or cause substantial property damage.
- 5) An EAP counselor must have the knowledge and experience to effectively communicate and implement EAP regulations, policies and procedures. An EAP counselor must be able to identify, assess and counsel employees regarding drug abuse, alcohol abuse and personal problems impacting on employee job performance or conduct. An EAP counselor must possess, at a minimum, a master's degree and a current state license or certification to practice at the highest level as a mental health practitioner consistent with state laws.