

SALT LAKE COUNTY HUMAN RESOURCES POLICY AND PROCEDURE**EMPLOYEE ASSISTANCE PROGRAM****REFERENCE**

Human Resources Policy & Procedures:

- General Definitions
- Fitness-For-Duty Evaluations
- Discipline
- Standards of Conduct

County-Wide Policy: GRAMA

PURPOSE

It is the policy of Salt Lake County that when employees have job-related problems as a result of personal, family, financial, substance abuse, or related problems, it is in the interest of the County to help the employee eliminate such problems so that she or he can become fully productive. It is the policy of Salt Lake County to rehabilitate employees, whenever feasible, through the services of the Employee Assistance Program or referral to an outside service provider. Rehabilitation in addition to or in lieu of disciplinary action, for work-related performance problems or mis-conduct, shall be in accordance with the Fitness-for-Duty Policy and Discipline Policy.

PROCEDURES**1.0 Scope of Services**

Employee Assistance Program services shall be available to County employees and their immediate family (spouse and dependant children) who have problems relating to family, finances, mental or emotional problems, personal problems, or drug or alcohol abuse where those problems may have a potential negative impact on the employee's ability to perform his or her job or result in violations of County Policy.

2.0 Self Referral

2.1 County employees and immediate family members can participate in the Employee Assistance Program on a self referral basis. Assistance is provided by

appointment with an Employee Assistance Program Manager.

- 2.2 The Employee Assistance Program Manager, through interview, taking of histories, psychological testing and other means, shall assist the employee or immediate family member to define the nature and ramifications of the problem presented. If the Manager believes that the nature of the problems will respond to brief individual or family counseling, up to six subsequent sessions will be scheduled to provide this assistance.
 - 2.2.1 The Employee Assistance Program Manager will determine whether additional counseling sessions and/or referrals in excess of six is necessary. However, emphasis in the Employee Assistance Program shall remain on evaluation, referral, and short-term care.
- 2.3 If the nature of the problem is such that longer term assistance is indicated, the Employee Assistance Program Manager will discuss various options and services with the employee or immediate family member and will arrange for referral to the appropriate service delivery agency in the area.
- 2.4 There will be no charge to the employee or immediate family member for the actual services of the Employee Assistance Program; however, if the employee or family member needs long term care in an outside referral program to solve the problem, it will be the employee's responsibility to meet the expenses for such services. The various employee health benefits offered by the County to its employees may pay for a portion of such services.
- 2.5 If the employee who is seeking assistance from the Employee Assistance Program believes that it is in his or her best interest to notify the supervisor that a personal problem may be affecting job performance, he or she may notify the supervisor personally or, by signing a release, authorizing the Employee Assistance Program Manager, to notify the supervisor of the general nature of the situation and steps being taken for resolution. If the nature of the problem confronting the employee is such that relatively long term counseling or assistance is needed, the employee

may ask either the Employee Assistance Program Manager or the outside provider of services to periodically notify the supervisor of his or her general progress. In cases of self-referrals under this paragraph, notice to and communication with the employee's supervisor shall be wholly at the employee's discretion.

2.6 The Employee Assistance Program will protect the confidentiality of all employees or immediate family members and no information regarding Program services shall be released except in accordance with the provisions of paragraph 5.0.

3.0 Supervisory Responsibility

3.1 Salt Lake County believes that the personal life of each of its employees is a private matter. However, it is still the responsibility of supervisors to monitor and take action on work-related performance deficiencies and mis-conduct.

3.1.1 Supervisors should limit questions to work related issues and job performance. Supervisors should not attempt to diagnosis employee personal or medical problems.

3.1.2 A supervisor may inform an employee of the services of the Employee Assistance Program upon learning from the employee that personal problems may be affecting work performance or conduct.

3.2 Disciplinary action referrals, mandatory referrals, rehabilitation in lieu of or in addition to disciplinary action and fitness-for-duty referrals shall be as provided in Human Resources Policy & Procedure: Fitness-for-Duty Evaluations. These services are not provided by the Employee Assistance Program, but by outside providers.

3.2.1 Disciplinary action may not include mandatory referral to the Employee Assistance Program.

4.0 Training and Outreach

4.1 The Human Resources Division and the Employee Assistance Program Manager will cooperatively plan to include problem identification and the process of

referrals to the Employee Assistance Program as part of the regular benefits notification procedures, employee orientation and training sessions offered by the County. Employee Assistance Program services to employees and their household is one of the employee benefits provided by the County.

- 4.2 The Employee Assistance Program may engage in such outreach services as appear, to the Manager of the Employee Assistance Program, in consultation with the Human Resources Division Director, to be appropriate.

5.0 Confidentiality

- 5.1 Confidentiality of all Employee Assistance Program evaluations shall be preserved as required by law. Confidentiality in rehabilitation and other services shall be bound by the provisions of professional ethical principles, licensure, Federal and State laws, and regulatory requirements.
- 5.2 The permissible release of information will only be for professional purposes, will be limited to persons clearly concerned with the matter at issue, shall include only information which is clearly and directly germane to employment purposes and shall avoid undue invasions of privacy. The Employee Assistance Program Manager has a responsibility to clarify with the client these limits on confidentiality.
- 5.3 Information regarding employees shall only be released, in accordance with the standards set out above at Paragraph 5.2, and only under circumstances in which the employee expressly authorizes, in writing, such release.

6.0 Records Prohibited - Grievances and Disciplinary Action

- 6.1 The Employee Assistance Program and its records and services are not to be used in the disciplinary or grievance processes, except as provided herein and in circumstances of rehabilitation in lieu of or in addition to discipline. The Employee Assistance Program Manager shall not act as a witness regarding Program activities in any disciplinary or grievance proceeding.

APPROVED AND PASSED THIS 15TH DAY OF JULY, 2008.