



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Employee Assistance Program	Policy Reference Chapter 10
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

10.1 **PURPOSE.** It is generally accepted that emotional problems, personal problems, alcoholism, and other chemical dependencies are highly complex illnesses that can be treated if identified early and promptly treated. It is also recognized that an outgrowth of these illnesses may have an adverse effect on job performance (i.e., tardiness, absenteeism, and substandard performance). The City, through its Mayor, Common Council, and management personnel, feels it to be in the best interests of both the public and the employee to provide a program designed to assist employees suffering from emotional problems, personal problems, alcoholism, and other chemical dependencies. This can best be carried out through early intervention and referral to appropriate community and professional agencies for help. This type of program must protect the privacy of individuals concerned and, if it is to achieve its objectives, employees seeking assistance through the program must be assured that their employment status will not be jeopardized by seeking such assistance.

10.2 **DEFINITIONS.**

10.2.1 **Emotional Problems and Personal Problems.** Behavior and medical problems such as physical, psychological, marital, financial, legal, etc. involving either the employee or a dependent that definitely and repeatedly interfere with the employee's job performance.

10.2.2 **Alcoholism and Other Drug Abuse Problems.** Illnesses in which the employee's or his/her dependent's consumption of alcoholic beverages and/or use of other drugs definitely and repeatedly interfere with the employee's job performance.

10.3 **BENEFITS.** Some personal problems such as alcoholism are recognized as illnesses and, as such will receive the same financial benefits, insurance coverage, and sick leave as presently provided for other illnesses.

10.4 **CONFIDENTIALITY.** All communications between the employees and program staff are and will be confidential. No records of conferences and referrals will be kept in employee's personnel file.

10.5 **ACCEPTANCE/REJECTION OF ASSISTANCE.** If the employee elects to reject referral and treatment, it is then the employee's responsibility to bring job performance up to

standards outlined in the employee's position description. Failure to do so may subject the employee to normal disciplinary procedures.

- 10.6 AVAILABILITY. The City recognizes an employee's job performance may be adversely affected by stresses resulting from the fact that members of the employee's immediate family may be afflicted with personal problems, emotional problems, alcoholism, and/or other drug dependencies. Therefore, assistance under this program is available to any member of an employee's immediate family, either at the request of the employee or of the family member.
- 10.7 CONTACT. The Human Resources Department may be contacted for further information on this benefit or for a self-referral you may contact the Employee Assistance Program at 1-(800)-222-8590 or ercincorp.com.