



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Employee Assistance Program
INITIAL EFFECTIVE DATE	November 14, 2016
LAST REVISION DATE	Replaces <i>Section 20.12</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	7.05

OBJECTIVE This policy provides an overview of the City’s Employee Assistance Program.

SCOPE This policy applies to all employees.

POLICY

The City’s Employee Assistance Program (EAP) is available to provide assistance to employees who may be experiencing personal or family problems with alcohol or drug abuse, financial burdens, marital or other family problems. All employees who feel they may have an alcohol or drug problem are encouraged to utilize the program’s resources before the problem adversely affects their job performance or employment status.

Participation in this program is typically voluntary and confidential. However, a supervisor may make a mandatory referral when some aspect of an employee’s personal life negatively affects his or her performance on the job. It is the responsibility of the employee to comply with referrals for diagnosis and treatment and to cooperate with the helping agency. Continued unacceptable job performance may result in disciplinary action up to and including termination.

All records and discussions of personal problems shall be handled in a confidential manner. All State and Federal laws regarding confidentiality must be complied with at all times.

In instances where referral appointments must be set during work hours, sick leave, accrued compensatory time, or vacation time may be granted. This action shall also be handled confidentially.