

LCCS POLICY 410

Employee Assistance Program

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Revision Dates:	2/09/1999, 05/31/01, 12/6/2011, 1/09/2013
Revision Number:	4
Current Effective Date:	1/12/2013, Reviewed 3/4/2021-No Changes
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All LCCS employees
Responsibility:	Director of Human Resources
Purpose:	To provide LCCS employees with information and guidelines for use of the Employee Assistance Program
Legal Cite:	O.R.C. §§ 5153.11, 5153.12, 5153.16

POLICY STATEMENT

LCCS cares about the health and well-being of its employees and recognizes that our employees have and often rely on their own personal support networks. However, LCCS also participates in, and supports employee utilization of the Lucas County Employee Assistance Program (EAP) by its employees. This program staffed by therapeutic professionals; provides short term assistance to LCCS employees who may be experiencing family/martial difficulties, the emotional stress of a financial or legal crisis, substance abuse/addiction concerns, or with the challenges of dealing with other life events such as the loss of a loved one or other significant change.

EAP is available to LCCS employees and their immediate family members through the provision of assessment, short-term counseling and referral to appropriate community and private sector agencies.

Employees participating in the EAP will be expected to meet existing job performance standards and established work rules. Nothing in this policy is designed or intended to waive management's right and responsibility to invoke disciplinary measures.

PROCEDURE

REFERRAL

There are two form of EAP participation:

- **Self Referrals** are those initiated at any time by an employee or his/her dependent, with no involvement or knowledge on the part of Lucas County Children Services.

- **Agency Referrals** are those which are initiated by Lucas County Children Services because of an identified decline in job performance, those who have experienced a critical incident or in accordance with LCCS Policy #423.

The decision to accept assistance through the EAP is the responsibility of the individual employee and/or dependent. Participation in the program, even in the case of an **Agency** referral, is voluntary.

FINANCIAL RESPONSIBILITY

Expenses incurred for initial diagnostic and referral services available through the Employee Assistance Program will be assumed by Lucas County Children Services. Fees for treatment or other services incurred as a result of a referral from EAP for various personal problems will be reimbursed or paid for in accordance with the established provisions of the employee's spouse or dependent does exist medical benefit plan or other insurance. Lucas County Children Services assumes no responsibility for any expenses incurred, except as described above.

PRIVACY

The confidential nature of records of individuals utilizing the EAP will be strictly preserved. Employees voluntarily seeking help for a personal problem will have no record of their participation appear, in any way, in their personnel file. Information about EAP participation will not be disclosed by **the EAP provider** to Lucas County Children Services without the written consent of the individual receiving services.

CASE PRACTICE GUIDES

Lucas County Children Services acknowledges the importance of each employee to the effective operation of the organization, service to families and the protection of children.

We also realize that an employee may experience an undue amount of stress and/or may exhibit a pattern of deteriorating job performance due to a personal problem with which the employee or his/her spouse or dependent needs assistance.

The Employee Assistance Program (EAP) has been established to meet the needs of employees who are experiencing **personal or performance** problems, in the hope of maintaining their job performance and retaining them as valued employees.

While Lucas County Children Services has a Drug Free Workplace Policy, it believes that certain personal problems, such as emotional disorders, alcoholism, drug addiction and eating disorders, are treatable illnesses. They will receive the same management consideration and offer of treatment that is extended to employees with any other illness.

Lucas County Children Services employees and/or dependents, who are experiencing personal problems, are encouraged to seek diagnostic assessment and to follow through

with any treatment and assistance which may be recommended by qualified professionals available through the EAP.

This policy will be reviewed with all staff/employees every six months.

RELATED POLICIES and FORMS

LCCS Form # 1453 (Unusual Incident Form)

LCCS Policy 422 (Drug Free Workplace)

LCCS Policy 423 (Drug Testing Policy)

LCCS Policy 174 (Workplace Violence)

LCCS Policy 175 (Employee Safety)