



ADMINISTRATIVE PERSONNEL POLICIES & PROCEDURES Policy No. 407: EMPLOYEE ASSISTANCE PROGRAM

A. General Provisions

1. The City of Kettering recognizes the potential adverse impact of unresolved personal problems on employee well-being as well as on employee performance in the workplace. Therefore, an Employee Assistance Program (EAP) is made available to all employees and their household members.
2. The EAP provides professional, confidential assistance for most personal problems. Typical problems which can be addressed through the EAP include stress, marital or family concerns, emotional distress, alcoholism, drug abuse, or financial problems.
3. Voluntary use of the EAP will remain totally confidential. As such, employee participation in the EAP will not jeopardize an employee's job security or promotional opportunities. Participation in the EAP does not relieve an employee of his or her responsibility to meet accepted job performance and attendance standards.
4. No limitation will be made on any other City policy based on the availability to employees of EAP services.
5. At this time, the premium for this benefit is fully paid by the City of Kettering. Should a referral be made to an outside counseling resource or treatment facility, costs incurred will be reimbursable only in accordance with the provisions of the City's medical insurance plan for covered City employees. All related coverage of the City's medical insurance plan remains unchanged, and employees are free to access mental health and substance abuse inpatient and outpatient care independently of the EAP.
6. Supervisors shall review Policy No. 402: Alcohol and Drug Use, Policy No. 405: Medical Examinations, Policy No. 610: Equal Employment Opportunity, Non-Discrimination, Prohibition Against Harassment and Compliance with the Employment Provisions of Title I of the Americans with Disabilities Act, and applicable bargaining agreements, in addition to consulting with the Director of Human Resources or his/her designee, when contemplating the requirement for an employee to participate in the Employee Assistance Program.

B. Procedures

1. Self-Referral - An employee or an eligible individual who desires confidential assistance should contact the EAP office and schedule an appointment or speak to an EAP counselor. The EAP counselor will arrange an appointment with the employee in an EAP office or arrange for an appointment through the EAP national counseling service network.
2. Supervisor Referrals - Supervisors may refer an employee to the EAP when:
 - a. A request for assistance is made by an employee. When such request is made, the supervisor and/or the Human Resource Department representative will make the employee aware of the professional assistance available through the EAP. Supervisors

may offer to assist the employee in arranging an appointment with an EAP counselor.

- b. A particular on-the-job incident indicates the possible presence of a personal problem. Referral to the EAP does not preclude appropriate disciplinary action, when it is called for.

C. Assistance for Household Members

A person who is in the household of an employee is entitled to the services of the EAP. Such an individual may contact the EAP directly to schedule an appointment. Naturally, the same degree of confidentiality will apply to such an individual; that is, any communications between the individual and the EAP counselor will be held in the strictest confidence.

D. Time off for Counseling

Employee counseling sessions with an EAP counselor would normally be scheduled to take place on the employee's own time, or subject to existing leave policies.

E. Release of Information by Consent Only

Counseling is conducted in the strictest of confidence and no information will be provided to anyone without the individual's written consent.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

11/14/22
Date

Mark W. Schwieterman
Mark W. Schwieterman
City Manager

Issued:

11.14.2022
Date

Jenny Smith
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Human Resource Director