



Weber County Human Resources Policy 4-600 Employee Assistance Program

I. Purpose

Weber County believes that it is in the best interest of the County and the public to assist employees who are less than fully productive on the job as a result of personal, family, financial, substance abuse, or related problems.

II. Policy

The Employee Assistance Program (EAP) is a benefit provided to employees and their immediate family at no cost. The EAP provides access to professional counseling services for employees and their immediate family members experiencing personal and professional difficulties.

III. Procedures

A. Eligibility and Fees

1. All Weber County Employees, and their immediate family members who receive medical benefits, and their immediate dependent family members may participate in the Employee Assistance Program. Participants will not be assessed a fee for services provided by the Employee Assistance Program; however, if long-term care is required to solve the problem, it will be the employee's responsibility to meet the expenses for such services.
2. The employee or family member may meet with the EAP for an unlimited number of sessions, as long as the EAP determines the sessions are helping and the employee or family member is progressing.
3. The EAP manager will determine whether additional counseling sessions are necessary. If the problem requires longer-term assistance, the EAP manager will discuss options and services with the employee or immediate family member and will arrange for referral to the appropriate service delivery agency.
4. If the employee or family member utilizes services from an outside agency, they are responsible for costs. Employees are encouraged to contact their insurance company with coverage questions.

B. Self-Referral

1. Employees may request assistance on a self-referral basis by contacting the Employee Assistance Program at 1-800-832-7733.

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2. If the employee who is seeking assistance from the Weber County Employee Assistance Program believes it is in their best interest to notify their supervisor that a personal problem may be affecting job performance, they may notify their supervisor personally or by signing a release directing the Employee Assistance Professional to notify the Director of Human Resources or Department Head of the general nature of the situation and steps being taken to resolve it.
 - i. In cases of self-referrals under this paragraph, notice to and communication with the employee's supervisor will be at the employee's discretion.
3. The EAP will protect the confidentiality of all employees or immediate family members to the extent allowed under state and federal law.

C. Supervisor Referral

1. Supervisors concerned with an employee's performance may contact the Director of Human Resources to arrange assistance for the employee. Employees shall be reminded of the expected performance level and will receive an explanation of the resources available to the employee in meeting those standards. Participation in the EAP may be required by the supervisor as a condition of continued employment.

D. Training and Outreach

1. Human resources will notify employees of the EAP as part of the regular benefits notification procedures, employee orientation and training sessions offered by the County.

E. Confidentiality

1. Confidentiality of all Employee Assistance Program evaluations will be preserved as required by law, this policy, and EAP policy. Information disclosed to the EAP Manager or EAP Office will only be released when the employee or family member authorizes the release, or as otherwise required by law.
2. The EAP Manager has a responsibility to clarify with the employee or family member the limitations on confidentiality.

F. Grievances and Disciplinary Action

1. The Employee Assistance Program records and services are not to be used in the disciplinary or grievance processes.
2. The EAP may not act as a witness regarding program activities in any disciplinary or grievance proceeding.

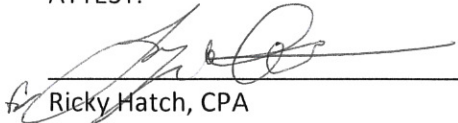
**Weber County Human Resources Policy 4-600:
Employee Assistance Program**

DATED this 18th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:

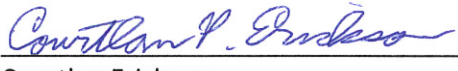

James H. Harvey, Chair

ATTEST:


Ricky Hatch, CPA
Weber County Clerk/Auditor


Sarah Swan
Human Resources

Approved as to form and legality:


Courtlan Erickson
Deputy County Attorney