

Employee Assistance Program (EAP)

Policy Number: 105

Cottonwood County is concerned with employees' personal problems and how they affect them, as well as how employees' well-being influences work performance. The Employee Assistance Program (EAP) is available to all employees and their dependent families on a self-referral basis since problems at home can affect the job. If employees or family members have personal or work problems that may benefit from assistance, they are encouraged to use the program.

Participation in the program is confidential and will not jeopardize an employee's job security, promotional opportunities, or reputation. All records are retained by the EAP Provider and are not accessible to Cottonwood County without the employee's consent.

Employees may be encouraged by their supervisor to seek assistance to determine if personal problems are causing unsatisfactory job performance. If performance problems are corrected, no further action will be taken. If performance problems persist, the employee will be subject to normal corrective procedures.

All levels of management are responsible for using this program when appropriate to assist in resolving job performance problems related to personal problems.

Sick leave may be granted for treatment or rehabilitation on the same basis as for other health problems. Consideration also will be given to the use of the Family Medical Leave Act or leave without pay if sick leave is not available.