

# STANDARD PROCEDURE

## CITY OF WILSON

## PERSONNEL MANUAL

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SUBJECT	NUMBER	REV	EFFECTIVE DATE	SUPERSEDES	PAGE
Employee Assistance Program	D-1	1	June 1, 2007		1 of 1

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Prepared By: Policy Review Committee

Approved By: Grant Goings  
City Manager

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### 1.0 Purpose

To assist employees in the resolution of problems and concerns that may or may not relate to the work environment.

### 2.0 Policy

The City will provide an Employee Assistance Program (EAP) for use by employees and members of their household, City supervisors and managers.

### 3.0 Scope

All employees are covered by this policy.

### 4.0 Definitions

4.1 Employee Assistance Program (EAP): A city sponsored program staffed by counselors who are trained to meet with employees, identify issues and concerns and make appropriate referrals for assistance.

4.2 Management Referral: The referral of an employee to the EAP by a member of management. Management may contact the program coordinator to ascertain whether or not the employee was actually seen by an EAP counselor, and whether a referral was made. If a referral was made, management may check at a later time to ascertain whether the employee pursued the recommended course of treatment.

4.3 Self Referral: Self initiated contact by an employee with the EAP Program.

### 5.0 Rules/Procedures

5.1 Employees are encouraged to contact the EAP whenever they feel the program might be able to assist them in resolving personal problems or concerns.

5.2 Managers will make referrals as deemed necessary.