

# 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.