



City of Albany
Human Resources Policy
Policy #: HR-BC-06-001
Title: Employee Assistance Program

**Benefits &
Compensation**

Purpose

The City of Albany has contracted to provide a confidential Employee Assistance Program (EAP) because personal problems often become personnel issues that affect the employee's job performance and may potentially have an impact on co-workers and colleagues. An EAP is a comprehensive service that is based on the early identification with a purpose of identifying problems in their early stages, to motivate employees to resolve the problems, and to direct employees toward the best assistance available to resolve problems.

Department Directors and Supervisors may recommend that employees use the services of the EAP or make mandatory referrals when deemed appropriate, in consultation with the Human Resources Director.

EAP records are maintained by the EAP provider and are considered confidential medical records. The City will abide by the federal Health Insurance Portability and Accountability Act (HIPAA) privacy standards requirements.

Policy

Eligible Employees

All regular employees and their immediate dependent family members are eligible for five (5) sessions per contract year. Provisions of collective bargaining agreements prevail for bargaining unit employees.

Temporary City employees or temporary services workers are not eligible for this benefit.

Procedures

Employees and immediate family members can refer themselves to the EAP. The program may be reached twenty-four (24) hours a day on weekdays and weekends. Contact information will be provided to employees in New Employee Orientation and a brochure will be made available in the Human Resources Department and on the intranet.

EAP counselors are available to meet with employees or immediate family members to assess a problem and develop a plan for resolution. The EAP counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility, or other professional that would be appropriate to assist in resolving the problem or situation. If a referral is outside the EAP contractual network, the cost of the services is paid by the employee. The City's health plan may cover a portion of the cost.

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Confidentiality

The EAP program could not be effective without strict safeguards on employee and dependents' right to privacy. No information regarding clients will be released to any person, organization or group without the express, written permission of the client, except as required by Oregon law in cases of suspected child, handicapped or elder abuse, danger to self or others, medical emergency, or in response to a court order.

Definitions

Immediate family- shall be defined as any dependent person living in the employee's household.

References

N/A

Review and Authorization

Supercedes: ERP 2.9.1; 12/01/1988	Created/Amended by/date: DD; 08/31/2004	Effective Date: 11/01/2004
HR Director:	City Manager:	

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes



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