

TOWN OF WEATHERSFIELD, VERMONT

EMPLOYEE ASSISTANCE PROGRAM POLICY

I. POLICY OBJECTIVES

The Town of Weathersfield believes in the promotion of employee health and well-being and, in support of this policy, is implementing an Employee Assistance Program.

The Town of Weathersfield is proud to offer the Employee Assistance Program to its employees and qualified elected/appointed officials. The Employee Assistance Program reinforces the Town's commitment to have healthy employees delivering the best possible service to the public.

II. GENERAL PRACTICES

- (a) The Employee Assistance Program will make available to employees, qualified elected/appointed officials, and their families confidential, professional assistance for personal problems. Employees, elected/appointed officials, and immediate family members are encouraged to use this voluntary program to improve their quality of life at home and in the workplace. Many human problems can be successfully resolved if identified in the early stages and a referral is made to an appropriate source of care. This applies to physical and mental problems, emotional distress, finances, marital or family distress, substance abuse, legal problems, or other concerns.
- (b) Employees and qualified elected/appointed officials will be provided information as to the manner of directly accessing Invest EAP services on their own, confidentially. Ninety-five percent (95%) of EAP calls are by self referral.
- (c) However, if an employee's job performance deteriorates from expected standards, this may be an indication there is some cause which is the source of the performance problem. In this instance, the employee may be referred to a designated program resource. In the case of such a "formal referral" to the EAP, the EAP counselor will inform the referring supervisor if the employee appeared for his or her appointment and whether, or not, the employee is compliant with a proposed plan of action.

III. CONFIDENTIALITY

Information and records regarding counseling and services provided will remain confidential and not be released to the Town, even in the case of formal referrals. A strict confidentiality of records and information shall be maintained and those receiving assistance will not have job security, promotion opportunities, or reputation jeopardized by participating in the program.

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IV. COST AND FEES

Access to and participation in the program is at no cost to an employee, a qualified elected/appointed official, or the employee's immediate family members. However, if an Invest EAP counselor makes a referral to a specialized provider, the employee, qualified elected/appointed official, or family member will be responsible for the cost, which may, or may not, be covered through the employee's health insurance or other available benefits.

V. MANAGEMENT RIGHTS

This Employee Assistance Program will not alter or supplant existing procedures for responding to unsatisfactory employee job performance and/or employee misconduct. The Town retains all management prerogatives it presently has in relation to the supervision and management of its employees.

VI. INCONSISTENT POLICIES REPEALED

This Policy shall amend and replace any provisions of any policy of the Town of Weathersfield in effect at the time of enactment of this amended Policy governing any activity included in this amended Policy.

VII. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Board of Selectmen hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

VIII. DISTRIBUTION

- (a) This Policy shall be incorporated into the Town of Weathersfield's personnel rules and regulations.
- (b) A copy of this Policy shall be provided to each employee and appointed/elected official of the Town of Weathersfield.

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IX. EFFECT

No section of this Policy shall be construed to supersede or replace any Vermont statute.

This amended Policy shall be entered in the minutes of the Board of Selectmen's meeting.

The foregoing amended Policy is hereby adopted by the Selectmen of the Town of Weathersfield, Vermont, this second day of July, 2001, and is effective as of this date until amended or repealed.

C. Peter Cole, Chairperson

Randy S. Brown
Patricia W. Daniels

Frederick W. Crowley
David T. Fuller

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RECEIPT

I hereby acknowledge that I have been provided a copy of this Policy.

I further acknowledge that I am responsible for familiarizing myself with the contents and provisions of this Policy.

[Signature]

[Printed Name]

[Date]