

CITY OF MENASHA POLICY	TITLE: EMPLOYEE ASSISTANCE PROGRAM	
LAST UPDATE: 5/6/2013	SECTION:	
AUDIENCE: All employees	TOTAL PAGES: 2	
Personnel Committee Approval Date: 4/2/2012	Council Approval Date: 4/17/2012	

I. PURPOSE

The Employee Assistance Program (EAP) provides highly CONFIDENTIAL professional assistance to employees and their families to resolve personal problems that may be interfering with job performance or personal well-being. Besides being confidential, the program is voluntary. It is designed to encourage employees to seek help on their own, however, the City may recommend EAP assistance.

The INITIAL ASSESSMENT is provided at no cost to the employee or their family through the consulting agency that has been selected by the City of Menasha. The cost of any additional therapy is governed by coverage provided by the City. Our current EAP provider is Affinity Health Employee Assistance Program 1550 Midway Place, Menasha 720-1090 or 800 894-9327 Affinity has EAP offices in Chilton and Oshkosh in addition.

The City believes its employees are its most valuable resource. The City recognizes that many personal problems that affect an employee or his or her family, including alcoholism, drug dependence, psychological disorders and others, can affect an employee's job performance. In most cases the employee can overcome personal problems independently, and adverse effects on job performance are negligible. For some employees, however, additional help may be necessary. Resolution of these situations may not be reached appropriately and efficiently unless the employee honestly faces his or her problems and an enlightened management supports the employee's efforts to reach a solution.

The City recognizes that balancing a job and other responsibilities frequently poses challenges that often require assistance. We are willing to work with our employees who are experiencing difficulties in an open, constructive atmosphere. The Human Resources Department and the EAP provide training for management personnel in early recognition of behavior or medical problems that adversely affect an employee's job performance and safety. The EAP does not, however, alter or replace any existing rights

or responsibilities of the employee or the City, nor is it an alternative or substitute for disciplinary action.

The Employee Assistance Program (EAP) is intended to help the City retain valued employees by: providing assessment, referral, follow-up and monitoring for employees who are experiencing personal problems; assisting management personnel at all levels in determining whether a referral would be appropriate when an employee's performance declines or the employee has not responded to corrective discipline; assisting in the implementation and monitoring of the City's Alcohol/Drug Rehabilitation Program; assisting management in fitness-for-duty situations.