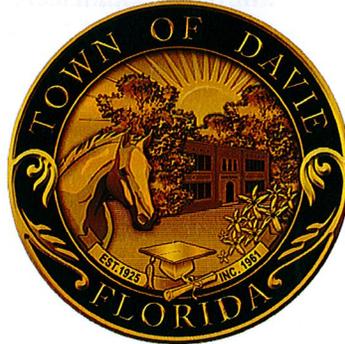


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**EMPLOYEE ASSISTANCE PROGRAM (EAP)  
SOP #23-009**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

**APPROVALS:**

*Steve H.S. Hassen*  
\_\_\_\_\_  
Author

*9/24/12*  
\_\_\_\_\_  
Date

*Bruce Bunch*  
\_\_\_\_\_  
Town Administrator

*9-24-12*  
\_\_\_\_\_  
Date

**1-1. POLICY.**

The Town of Davie is committed to providing an Employee Assistance Program (EAP) which will promote the well being of its employees and family members. All Town of Davie employees regardless of work status as well as dependents are eligible to participate in the Employee Assistance Program.

**1-2. SCOPE.**

This operating procedure applies to all employees of the Town of Davie (Town) (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

**1-3. PROCEDURE.**

Eligibility - All Town of Davie employees regardless of work status as well as dependents are eligible to use the Employee Assistance Program.

Functions of Employee Assistance Program (EAP)

1. Counseling assistance for alcohol and drug abuse; emotional, marital, family, financial, and legal problems; and other related problems which can affect job performance, employee health, safety and morale.
  2. Most problems can be successfully resolved if identified in early stages and if referral is made to appropriate resources for treatment. Employees are encouraged to voluntarily seek the services of the Employee Assistance Program.
  3. While most employees will seek the services on a self referral basis, referral to the EAP can also be made by management based upon job performance difficulties. Requesting help from the EAP will not result in disciplinary action.
  4. Employees are allowed up to three (3) visits per incident at no charge. Payment for any visits to the EAP after the initial three (3) visits per incident will be the responsibility of the employee. These additional costs may be covered by the employee's medical insurance.
  5. Everyday problems affecting the employee's work performance may also affect the employee's family. Therefore, the EAP is available to the employee's immediate family members.
  6. All EAP client records will be kept strictly confidential and will not be noted in any official company record or in the employee's personnel file. Information from the EAP may only be released with the written permission of the employee or in response to state or federal statutes/regulations or by court order. In the event of a supervisory
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referral to the EAP, the supervisor will only be informed whether the employee is participating in the EAP. The supervisor will not be notified of any specific information about the employee's problem, unless specified written consent to do so is provided by the employee. Human Resources may retain records as part of a Last Chance Agreement or Mandatory referral, but will maintain the confidentiality of those records. Voluntary self referrals are not reported to company staff unless required by law or virtue of the specific nature of the job assignment and government regulations.