

Big Bend Community Based Care Policy & Procedure

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| Series: | 1100: Human Resources | |
| Policy Name: | Employee Assistance Program | |
| Policy Number: | 1118 | |
| Origination Date: | 02/17/2009 | Revised: Board Meeting of 12/13/2018 |
| Regulation: | CFOP 60-30 | |

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure the health safety and welfare of all employees by providing each employee and family member with an Employee Assistance Program (EAP) benefit through a Third Party provider.

Procedure

- A. The EAP provides confidential assessment, referral, and short-term counseling for individuals twenty-four (24) hours a day, seven (7) days a week.
- B. The EAP may be contacted by telephoning (800) 272-7252 or by contacting HR for additional information.
- C. The use of the EAP may prevent personal problems and should not be used to deal with diminished work performances that are the result of work related issues.
- D. Referral to the EAP is not a substitute for normal performance management.
- E. EAP emphasizes that managers are not expected to deal with employees' personal problems; managers may suggest EAP if they feel the employee would benefit from professional counseling.
- F. The manager is responsible to address any work-related matters.
- G. Any updates regarding communication with the EAP program will be forwarded to the Training Coordinator to allow for web site updating.