

Subject: EMPLOYEE ASSISTANCE PROGRAM

Date: October 1, 1997

Pages: 1 of 1

Replaces Policy Dated: July 10, 1993

PURPOSE: To establish a means whereby Pinal County Employees may obtain professional assistance to resolve personal problems that affect work performance.

SCOPE: The Employee Assistance Program (EAP) is available to all County employees, Elected Officials, and their family members.

POLICY: Pinal County recognizes that a wide variety of personal problems may affect an employees job performance and health. To that end, the County offers an EAP, which provides a resource for confidential evaluation and assistance to any troubled employee to help resolve personal problems. Family members are also eligible to use the EAP. Examples of personal problems, which may be addressed, include emotional distress, marital or family concerns, financial problems, physical illness, alcoholism or chemical dependency, legal matters or other concerns.

When an employee voluntarily seeks assistance from the EAP, confidentiality is maintained. Pinal County will not be informed that help has been sought unless the employee requests it.

When personal problems interfere with job performance, the County will encourage and may require participation in the EAP. The County-s concern is limited to problems which affect job performance. There is no intent to intrude upon an individual-s private life. When participation is required, confidentiality is still maintained. The only information shared with the County is whether the employee kept the appointment.

No employee will have his/her job security or promotional opportunities jeopardized solely by participation in the EAP, nor will participation in the EAP protect the employee from disciplinary action for substandard performance.