



MASON COUNTY FIRE DISTRICT #4

TITLE: EMPLOYEE ASSISTANCE PROGRAM

CHAPTER: 2000 NUMBER: 2150 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

The purpose of the Employee Assistance Program is to establish a voluntary program of professional and confidential counseling and assistance to all members of the district whose job performance, health, or well-being are adversely affected by personal problems. The District recognizes that a wide range of personal problems, such as emotional or mental stress, marital or financial difficulties, or drug or alcohol dependency, can affect an employee's performance. These problems may or may not be caused by or related to the individual's responsibilities as an employee, but nevertheless, they have an effect on work performance, safety, or overall welfare of that employee, co-workers, and the District. Many times the employee is able to overcome these problems independently, once the fact that work performance is being affected is brought to his or her attention. However, in other instances, professional assistance may be needed to aid the employee in recognizing and overcoming personal difficulties.

In an effort to provide a means for assisting employees and their families in identifying, beginning to deal with, and hopefully overcoming problems of this nature, the District has established an Employee Assistance Program (EAP). The program is designed to allow the employee and his or her family to voluntarily and confidentially seek professional assistance from an independent counseling service. An EAP agency is an independent agency that provides professional and confidential diagnostic, counseling and referral service to employees and their families by contract and at no cost to the employee.

When work performance problems are identified and cannot be corrected by the supervisor through normal corrective actions, the supervisor will suggest use of the EAP. The existence of non-work related personal problems does not release the employee from the responsibility to perform his/her job responsibility satisfactorily. Participation in the EAP will in no way jeopardize an employee's professional status, job security or promotional status. Utilization of the EAP agency during normal working hours will be subject to the use of sick leave.

Employee Assistance Program Contact Information:

The employee and his/her or her family may choose to use the agency's services independently without the suggestion of a supervisor. The self-initiated contact between the employee, his or her family and the agency will be confidential and records are not accessible to either the supervisor or the District. The EAP agency will provide up to three diagnostic sessions and, if



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necessary, a referral to potential service agencies for specific treatment. Coordination of medical benefits for the additional counseling or referral assistance by the EAP is determined by the medical plan covering the individual employee. Questions concerning insurance coverage can be referred to the District Secretary or Fire Chief.