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EMPLOYEE ASSISTANCE PROGRAM (EAP)

I. INTRODUCTION

The City of Boise recognizes that most personal problems can be successfully treated provided they are identified and a referral is made for the appropriate type of care. An employee's work performance can be affected by his or her own personal problems or the problems of an employee's spouse and other dependents. Early assistance is strongly recommended.

Participation in the employee assistance program (EAP) does not jeopardize job security or career opportunities. Likewise, participation does not exempt employees from their normal job requirements, nor does it allow exceptions to standard work practices and policies, including the City's discipline policies and regulations.

For the purpose of EAP counseling or rehabilitation services, employee leave time shall be in accordance with applicable City policies and regulations.

II. EMPLOYEE AND DEPENDENT ELIGIBILITY

The following individuals are eligible to receive services provided under the City of Boise's Employee Assistance Program:

- A. All regular full-time and part-time employees;
- B. Retirees for a period of one year past retirement date;
- C. Dependents of those persons listed in (a) and (b) below;
- D. Laid off or terminated employees for a period of 30 days following the end of employment; and
- E. All other employee family or associates as allowed by the current EAP provider contract.

"Dependent" includes the following individuals:

- A. An employee's spouse, provided, that the spouse shall cease to be considered a dependent when the marriage is legally terminated or a legal separation is in effect, whichever occurs first.
- B. An employee's child or children as follows:
 - 1. An unmarried child up to age 25 provided the employee is contributing at least 1/2 of the dependent's financial support.
 - 2. An unmarried child who has been determined on the basis of objective medical evidence to be physically or mentally incapable of self-support when coverage would otherwise terminate because of age.

C. As used herein, "child" or "children" includes one or more of the following:

1. Natural children or legally adopted children whose domicile is the same as that of the employee or who receive more than one half of their support from the employee;
2. Foster children whose domicile is the same as that of the employee and who receive more than one-half of their support from the employee;
3. Step children whose domicile is the same as that of the employee; or
4. Children not otherwise described in sub-paragraphs 1, 2, or 3, above, whose domicile is the same as that of the employee and for whom the employee has been appointed the legal guardian pursuant to a court order.

III. SELF-REFERRAL

The voluntary decision to request diagnosis and accept treatment for any problem is the personal responsibility of the individual. Employees with problems for which the EAP can provide guidance or assistance are encouraged to voluntarily seek information, referral and related services, on a confidential basis, by contacting the employee assistance program provider.

IV. SUPERVISORY REFERRAL

Supervisors should encourage employees to utilize the employee assistance program benefit and may require an employee to seek EAP assistance. In some cases a referral is required by a City policy or regulation, including but not limited to, the Drug Free Workplace regulation. Records pertaining to clients using the EAP will be maintained by the EAP contractor with the strictest confidentiality in accordance with the highest medical, legal, and ethical standards. Records will not be released to the City without the written approval of the client or as allowed by law.

Assertions regarding the effectiveness of EAP services shall not constitute either an excuse for substandard performance or a defense to disciplinary action if an employee's performance is substandard.

V. PSYCHOLOGICAL ASSESSMENT

Psychological assessment through the employee assistance program is limited to the kind of assessment which yields an understanding of the problem or crisis. This normally does not include the use of psychological tests, since such assessments are usually most effectively done through interview techniques. Where necessary to establish a more comprehensive diagnosis, the EAP clinician may use some psychological instruments. However, extensive psychological test batteries are not administered as part of the employee assistance program. Where there is a necessity for such extensive evaluation for legal or safety purposes, and/or fitness for duty determination, a referral will be made to an appropriate provider of such services. The employee assistance program provider is not in a position and does not have the resources to provide extensive and expensive psychological test batteries. These are not necessary to provide the assessment, counseling, and referral services that are part of the employee assistance program services.