

**LUCAS COUNTY, OHIO
BOARD OF COMMISSIONERS**

**TITLE: EMPLOYEE ASSISTANCE
PROGRAM POLICY**

**EFFECTIVE
DATE: July 27, 2010**

NUMBER: 5a

**PERSONNEL X
ADMINISTRATIVE X**

**TYPE:
POLICY X
PROCEDURE**

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**RESOLUTION
NO: 2010-650**

**SUPERSEDES:
POLICY # 5
PROCEDURE #**

I. SCOPE

This policy applies to all employees under the appointing authority of the Board of Lucas County Commissioners.

II. PURPOSE

To define the availability of voluntary and confidential Employee Assistance Program (EAP) services for employees and their eligible family members as defined below.

III. POLICY

The Board of Lucas County Commissioners recognizes that an effective Employee Assistance Program can positively impact an employee's health and safety, work performance, and overall quality of life. Almost any human issue that interferes with job performance can be successfully addressed once it is identified and assistance is sought. It is in the best interests of the employees, their families, and the employer to provide access to a service which can assist the employee in coping with these challenges.

IV. PROCEDURE

- a. Any employee who has a personal problem, whether or not they feel it affects their work performance, will be encouraged to voluntarily seek information and assistance on a confidential basis by contacting the Employee Assistance Program provider currently under contract to provide such services.
- b. Since it is recognized that problems at home can adversely affect an employee's ability to concentrate or function on the job, the EAP will also be available to assist employees' spouses and dependent children (defined as children who are eligible to be covered under the County's Health Benefits plan).
- c. The goal of the EAP is to address personal problems before work performance or behavior is affected; however, when a job performance problem does exist, employees will be encouraged by their supervisor to utilize the EAP as appropriate. Nothing in this policy shall be construed as exempting employees from disciplinary action when work rules are violated or job performance does not meet acceptable levels. In some cases, the Employer may also make a mandatory referral to the EAP.
- d. Except where required by specific collective bargaining agreement language, the provision of EAP services is dependent upon the budget; nothing in this policy shall be construed to imply that such services will automatically be provided each year.

Björn Skabat
County Administrator

8/26/10
Date