

# MACOMB COUNTY HUMAN RESOURCES POLICY

## EMPLOYEE ASSISTANCE PROGRAM

Macomb County is committed to providing a quality workplace for its employees and quality services to its residents. The County recognizes that at times employees may face a variety of problems that can affect personal happiness, family relationships, job performance, general health and well being. The Employee Assistance Program provides assistance for employees by providing confidential assessment, treatment and referral services. Therefore, it is the Policy of the County to assist employees through an Employee Assistance Program as follows:

The County considers its employees as individuals. It also recognizes that a wide range of personal issues not directly associated with one's job function, can have an affect on an employee's attendance, productivity and job performance. This applies whether the problem is one of physical, mental, or emotional distress; alcoholism or drug abuse; financial, marital, or family matters; legal problems; or other concerns.

The County encourages employees who need assistance with concerns affecting quality of life and/or work to seek and pursue treatment voluntarily. In support of its commitment to this philosophy, the County offers an Employee Assistance Program.

Confidentiality is of the utmost importance for those who utilize the services of the Employee Assistance Program. Information will not be divulged outside of the Employee Assistance Program without the express written permission of the employee and/or dependent.

Since a person's job performance can be affected by the problems of a spouse, children, or other family members, the Employee Assistance Program is available to County employees and their dependents.

There is no cost to the employee or dependent for the initial assessment or follow-up sessions with a Counselor through the Employee Assistance Program. The employee is responsible for the cost of any referral treatment or services. These costs may be covered by the individual's insurance.

This policy in no way supersedes or interferes with union collective bargaining agreements or work rules. Further, nothing in this statement of Policy is to be interpreted as constituting a waiver of management's right to take disciplinary action or labor's right to contractual grievance procedures.

Approved:

  
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Office of County Executive

7-8-14  
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Date