EMPLOYEE ASSISTANCE PROGRAM
DUNN COUNTY

PURPOSE

The purpose of the Employee Assistance Program is to provide help to employees who have problems that are affecting their job performance. The county makes this service available with the intention of helping to retain employees who have worked faithfully for the county, but whose job performance is falling down because of personal problems or because of misuse of alcohol or drugs.

DEFINITION

Personal problems for the purpose of this program are the full spectrum of problems affecting an employee's health, marital relationship, financial status and overall mental stability. These are considered problems when they have an adverse effect on the performance of an employee on the job.

Alcohol and/or drug misuse to a degree that it causes a significant reduction in job performance is the topic here. The county takes no position relative to the use of alcohol and drugs outside of work so long as the work performance is not affected. This definition includes, but is by no means limited to, the American Psychiatric Association's definition of alcoholism and drug dependence.

POLICY STATEMENTS

Dunn County intends to make this program available to all employees, and toward that goal, offers that the county's insurance program shall partially pay for treatment, both inpatient and outpatient. The county agrees that accumulated sick leave may be used for treatment and that annual leave and leave without pay shall also be available. In the case of a first referral for evaluation and diagnosis, that employee shall be allowed to go during working hours.

Diagnosis of problems will be done by professionals and all records shall be kept in strict confidence. No supervisor or administrator shall make any entry into any employee's personal record regarding the employee's participation in this program.

The county recognizes that personal/emotional problems and alcohol/drug problems can be treated. In the case of both, the purpose is not to punish the employee, but to identify the problem and make help available to employees seeking help.

The county intends that any referral to this program shall be based solely on job performance and that the purpose of the program is not to attempt to seek out employees with potential problems. Employees who are experiencing a decline in job performance are expected to utilize the services available to them. If an employee declines to use the services available to them, then the county will deal with the declining job performance as it continues to occur.

HOW AND WHEN TO MAKE REFERRALS

Referrals to the Employee Assistance Program should always be on the basis of substantial decline in job performance. It is not the purpose or intent of this program to limit or interfere with the responsibilities of a supervisor or administrator to deal with their employees. It is to recognize that employees sometimes have problems that require professional help in order to restore the employee's job performance to its previous level. The immediate supervisor or administrator who has noticed a substantial decline in a previously satisfactory employee's performance may contact the resource person or the employee may contact the resource person directly without waiting to be referred. In the event an employee shall make direct referral, the resource person shall contact the supervisor or administrator involved to keep them apprised of the situation.

For the purpose of making initial contact with this program, the resource person shall be the Administrative Coordinator, who will work in conjunction with the Treatment Resource Agency. The Treatment Resource Agent shall be responsible to respond to any questions or to see that the proper professional person is involved to deal with the problem. The Medical Director of the Treatment Resource Agency shall be consulted before any person is referred for treatment. After the initial referral is made, it shall be the responsibility of the Treatment Agent to see that referral is made to the proper person and that treatment is made available where indicated and that any necessary ongoing services are available. Following the initial referral, the employee is expected to maintain whatever program is recommended on their own time or through the use of sick leave, annual leave, or time without pay. Following a referral to the Employee Assistance Program, the supervisor or administrator involved shall continue to monitor job performance of the employee. In the event that job performance continues to decline, the employee will then be dealt with in terms of that job performance.