

**LABETTE CENTER
FOR MENTAL HEALTH SERVICES**

**EMPLOYEE ASSISTANCE PROGRAM
(EAP)**

LABETTE CENTER FOR MENTAL HEALTH SERVICES EMPLOYEE ASSISTANCE PROGRAM POLICY

The goal of the Employee Assistance Program (referred to as EAP) is to assist employees of Labette Center for Mental Health Services, who may experience personal or emotional difficulties, which may affect job performance. Labette Center for Mental Health Services has contracted with "SupportLine" to provide this service. The EAP is available to all employees of Labette Center for Mental Health Services and their immediate family members.

POLICY

- Labette Center for Mental Health Services recognizes that personal and emotional difficulties, which may include alcohol and drug problems, marital and family difficulties, stress, anxiety, depression, financial issues, and workplace conflicts, may affect any employee.
- Labette Center for Mental Health Services recognizes personal and emotional difficulties can contribute to deteriorating job performance.
- Labette Center for Mental Health Services encourages employees to utilize the services available through "SupportLine". In addition, supervisors may utilize the resources of the EAP as an integral part of an intervention program when personal problems are suspected of causing poor job performance.
- Labette Center for Mental Health Services acknowledges that use of the EAP does not in any way alter management's responsibility or authority as an employer.
- Participation in the EAP will not in any way jeopardize future employment or career advancement; participation will not, however, protect the employee from disciplinary action or substandard job performance or rule infractions.
- Labette Center for Mental Health Services recognizes and encourages employee to use the EAP on a voluntary basis. Labette Center for Mental Health Services therefore agrees to help promote the EAP for employees and immediate family members who seek assistance with personal and emotional difficulties.

CONFIDENTIALITY STATEMENT

- Labette Center for Mental Health Services recognizes that, the success of the EAP, will be enhanced by protecting the confidentiality of those employees utilizing the program.
- The "SupportLine" will not reveal the name of the employee, who self refers to the EAP.
- Information supplied to Labette Center for Mental Health Services on employees referred to the EAP, by a supervisor, will be limited to the following: acknowledgment of failed or kept appointments and acknowledgment of treatment compliance. Additional information, including specific diagnosis or treatment, will not be released unless the employee signs a release specifying the information to be released and to whom.
- All information, regarding an employee's participation in the EAP, is part of the clinical record maintained by "SupportLine" and is subject to all state and federal confidentiality laws governing such medical records.

PROCEDURE

The EAP "SupportLine" will be coordinated by an external agency, The Consortium, Inc. This program will include a toll free 1-800 number, available 24 hours a day, answered by licensed or certified master's level mental health professionals who will provide crisis intervention, telephone assessment, and assistance with a referral to community resources if appropriate. The 1-800 "SupportLine" number will be provided to each individual employee and will be posted on Labette Center for Mental Health Services employee area bulletin boards.

All referrals, for face to face counseling, will be directed to the nearest community mental health center or appropriate agency for assessment and determination of the most appropriate level of care. These referrals would include coordination of the time, date, therapist, and location. A face-to-face contact, with a therapist, will be assured within specific time frames, according to the level of urgency.

VOLUNTARY REFERRAL

The EAP provides unlimited access to all employees and immediate family members, for use at their own discretion as needed. A mental health professional will listen and offer suggestions that might help. Crisis intervention, telephone assessment, and timely access to ongoing treatment resources if appropriate are available through "SupportLine".

MANDATORY REFERRAL

Mandatory referrals may be made to the EAP by supervisors of Labette Center for Mental Health Services. A mandatory referral shall be the result of a documented problem or problems related to poor job performance on the part of the employee. If a mandatory referral is made by a supervisor, the referral form shall be completed by the supervisor, signed by the employee and the form forwarded to the EAP coordinator of Labette Center for Mental Health Services (See Exhibit A). The EAP coordinator of Labette Center for Mental Health Services will contact the EAP counselor to alert them to the required contact. The employee will have 48 hours from after signing the referral form to contact an EAP counselor by calling the 1-800 number and setting up a face-to-face meeting. The EAP counselor will confirm contact from the employee by notifying the EAP coordinator of Labette Center for Mental Health Services. Failure to contact the EAP counselor within 48 hours, without just cause, may be grounds for disciplinary action, including termination.