

Employee Assistance Program – Revised 01/23/07

A. Purpose

The purpose of this policy is to provide employees and their families with professional psychological counseling for job-related problems or issues that may affect job performance.

B. Scope

This policy applies to full-time employees of Northwest Fire District.

C. Policy

Psychological counseling is available to employees and their eligible dependents at a reduced rate through the Employee Assistance Program (EAP).

D. Guidelines

1. Use of the program can be through three (3) different mechanisms:
 - Voluntary** – Employees and/or dependents may contact the District's EAP contractor directly to schedule an appointment.
 - Job Related/Supervisor Referral** – A Supervisor, in conjunction with an employee, schedules an appointment with the EAP contractor.
 - Critical Incident Stress Management** – Any employee of the District may contact the C.I.S.M. team by calling the Behavioral Health Services Director if they believe a debriefing/defusing or individual consultation is needed. See *Section 17* of the Policy Manual for additional guidelines.
2. In the event that an employee/dependent chooses to utilize the services of EAP, a reduced fee schedule will be offered following the initial six (6) visits, which are covered at one hundred percent (100%). Thereafter, the employee will be responsible for any costs over and above the program coverage.
3. In the event that a supervisor believes an employee should be sent for counseling through the EAP, he/she must notify his/her supervisor of the situation to receive further direction with regard to obtaining approval from the District. The employee will be asked to attend the session(s), the cost of which will be covered by the District.
4. Confidentiality in supervisory referrals (not a mandate) is imperative. The supervisor should refrain from discussing

Northwest Fire District Policy Manual

the situation with anyone except his/her supervisor, a Chief Officer and the Human Resources Director.

- 5.** If a critical incident stress debriefing is held, all matters discussed within the session will be confidential. Any employee who participates in a debriefing is required to adhere to the confidentiality standard set forth.
- 6.** If an employee voluntarily utilizes the EAP, only the program contractor will be aware of the situation. All voluntary entries are strictly confidential.