



Sheridan Police Department
Policies and Procedures
7.3
Chapter 7 – Employee Welfare
Section 3 – Employee Assistance Program

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Signature:

The Sheridan Police Department recognizes that a wide range of problems not directly associated with one's job function can affect an employee's job performance. There is a potential for these problems to have a significant impact on one's personal and professional well-being. The city's employee assistance program is meant to address these problems in an attempt to minimize their impact.

7.3.1 Purpose of Program

- A. The purpose of the employee assistance program (EAP) is to provide assistance to employees and their family members who are suffering from problems or concerns that may tend to jeopardize their physical or psychological well being.
- B. The department recognizes that there are a wide variety of problems that could potentially affect an employee's health, productivity and general well being. Some of these problems include:
 - 1. Stress;
 - 2. Anxiety;
 - 3. Depression;
 - 4. Family, marital and relationship concerns;
 - 5. Parenting;
 - 6. Chemical dependencies;
 - 7. Legal issues; and
 - 8. Financial concerns.

7.3.2 Program Benefits

- A. The City of Sheridan provides the employee assistance program as an employer paid benefit for city employees, their eligible dependents, and other persons permanently residing with the employee to assist its members in a professional and confidential manner in the identification and resolution of personal or work related problems or concerns, which may affect the member's personal well being or job performance. Eligible dependents are defined in the employee assistance program contract as any member of the employee's immediate family.
- B. Further information is available through the human resources department, City Handbook.

7.3.3 Referrals

- A. Self Referral
 - 1. An employee may voluntarily contact the EAP at any time for assistance. This self-referral can be completely of his or her initiative. The self-referral may also be in

response to informal suggestions by supervisors, through whom employees are made aware of EAP services.

2. Employees may access this service by calling the Human Resource Office.
3. If appointments are necessary during normal working hours, the time may be charged to accrued sick leave.
4. Information regarding the reasons employees are seeking assistance through the EAP is strictly confidential. Supervisors shall not inquire as to what the reasons for seeking assistance are and, if an employee volunteers any information, it shall be treated confidentially.

B. Supervisor Referral

1. Supervisors, at all levels, must be mindful of the potentially destructive effects of occupational stress and other issues in the lives of employees that may require counseling or some other type of intervention and have the responsibility to guide employees to the employee assistance program if appropriate.
2. Timely intervention by a supervisor into an employee's mental health needs often prevents these issues from escalating into problems that are destructive to the employee's career and personal relationships.
3. Supervisors may refer employees to the employee assistance program resources at any time for voluntary participation.
4. Supervisors may recommend a mandatory referral to the EAP. This generally occurs as a result of an employee's involvement in a critical incident or when a supervisor recognizes an employee is affected by their participation in a critical incident.
5. Other mandatory evaluations such as a fitness for duty evaluation generally occurs in conjunction with some form of disciplinary action, such as a performance improvement plan, based on documented performance deficiencies. These evaluations may be conducted by an EAP provider or other professional. Such a referral will not exempt the employee from disciplinary action that may be imposed.
6. If a supervisor feels that he or she should recommend a mandatory referral, he or she shall first review the case facts with the bureau commander.

C. Supervisory Responsibilities

1. Take action where there is a documented pattern of deteriorating job performance.
2. Ensure that an employee's job security or promotional opportunities are not jeopardized by a request for assistance.
3. Refrain from making any diagnosis or judgment about the employee's problems. Referrals for assistance will only be made at the request of the employee or when based upon documented unsatisfactory job performance.
4. Maintain confidentiality.
5. The supervisor's concern for an employee's personal problems can only come into effect if the problems manifest themselves in job performance matters, or in off duty conduct that are subject to disciplinary action.
6. The department and city provides supervisors with training in their role and responsibility in identifying employee behaviors that indicate the existence of employee concerns, problems, or occupational stress that could impact job performance.