



EMPLOYEE ASSISTANCE

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

PURPOSE

To establish the policy for the Stoney Point Fire Department's employee assistance program.

DEFINITIONS

Employee Assistance Program – substance abuse program designed to assist employees with addiction or abuse problems

Guideline - a general rule, principle, outline of a policy

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Shall - indicates a mandatory requirement

Policy Number

7A.011

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GUIDELINES

Employee Assistance Program (EAP)

Members who need assistance in dealing with substance abuse or dependency are encouraged to voluntarily seek counseling or treatment through the Stoney Point Fire Department Employee/Member Assistance Program or through any other agency. Voluntary admission to a substance abuse problem by an employee prior to suspicion or positive testing will be a positive factor in deciding appropriate disciplinary action. Participation in an EAP counseling or treatment program will not exempt a member or employee from the consequences of any actions that may have already occurred or from the proper performance of duties.

The Employee Assistance Program also assists in our efforts to ensure an alcohol and drug-free workplace by providing educational materials to supervisors and members on alcohol and drug use issues and assisting supervisors in confronting employee performance and/or conduct problems. Contact information for the Stoney Point Fire Department Employee Assistance Program provider referral and other substance abuse treatment referral resources are maintained by the Fire Chief.



Stoney Point Fire Department members, employees, and their immediate household members may use our Employee Assistance Program to help manage issues that could adversely impact their work and personal lives. Certain circumstances may require Stoney Point Fire Department leadership to advise members to seek assistance from the Employee Assistance Program, such as for behavioral or job performance related issues. The senior Administrative Assistant has the responsibility of serving as the departmental Employee Assistance Program counselor. These responsibilities include providing an assessment, support, and referring individuals, as needed, to additional resources, thru US Health Works, the department's Primary Occupational & Health Provider. Members may be referred for support for any of the following concerns:

- Substance abuse
- Emotional stress
- Health/healthcare concerns
- Family/personal relationship issues
- Professional/work relationship issues
- Major life events (births, deaths, accidents, etc.)
- Other concerns as referred

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The Employee Assistance Programs services are typically free of charge for members. Stoney Point Fire Department provides funds for this purpose to the program. All services provided by referred resources is confidential in accordance with both privacy laws and professional ethical standards. The department shall not publicize or release any information concerning members seeking the services of the Employee Assistance Program unless the member has read and signed the appropriate release of information forms. Participation in any program offered by the Employee Assistance Program or thru US Health Works should not affect membership or career advancement nor will it protect the employee from disciplinary action for continued substandard job performance.

References

NC GS 126-4