



Policy HR 13.5

Employee Assistance Program

Adopted by the Library Board of Trustees: 01/24/2013

Revised: 02/23/2017

Recognizing the value of its employees' well-being, NOLS has contracted with an agency to provide support for employees who may experience problems which affect the physical, mental and/or spiritual well-being of the employee or employee's family. The purpose of the Employee Assistance Program (EAP) is to provide an opportunity for employees or their family members to confidentially discuss problems and concerns affecting employees' lives. EAP staff provides assistance in addressing problems involving family and/or personal relationships or relationship problems at work, legal and financial issues, or problems involving alcohol or other types of substance abuse. The program is paid for by the Library and provides up to three meetings per event with a counselor to assess an employee's needs, develop a plan of action and/or provide the employee with problem-solving referrals. The cost of any referral to another resource is the responsibility of the employee or family dependent, although these costs may be covered by the employee's health insurance. Employees' use of the EAP is confidential to the extent Washington State Law allows, unless the employee or family member signs a release specifically authorizing the sharing of information.

When work performance problems are identified and cannot be corrected by the employee's supervisor or department director through normal corrective action, an EAP referral may be made by the Library. Compliance with such referrals is voluntary, however employees are strongly encouraged to follow them. If the performance problems in question continue, whether or not the employee has attended the recommended EAP, the Library may take other action including possible termination. The existence of non-work related personal problems does not release the employee from the responsibility to perform his/her job responsibility satisfactorily. Participation in the EAP will not jeopardize an employee's professional status, job security or promotional status. Utilization of the EAP agency during normal working hours will be subject to the use of sick leave. If sick leave has been exhausted, the employee may use other accrued paid leave, or may request unpaid leave pursuant to Policy 12.9.

The employee and his or her family may choose to use the agency's services independently without a referral by the Library. The self-initiated contact between the employee, his or her family and the agency will be confidential and records are not accessible to NOLS.

Coordination of medical benefits for counseling or referral assistance by EAP, beyond those services provided under NOLS' contract with the EAP agency, is determined by the medical plan covering the individual employee. Questions concerning insurance coverage may be referred to the Administrative Operations staff.

I. Administration

The Library Director is responsible for administering this policy.