	City of Seabrook – Personnel Policies and Procedures		
	EMPLOYEE ASSISTANCE PROGRAM		
		Effective Date:	

POLICY

The Employee Assistance Program (EAP) is designed to provide confidential support and counseling services to employees who may be experiencing personal or work-related challenges that affect their well-being and job performance. The EAP will provide employees with access to professional counseling services, referrals to community resources, and other support services to help them address personal and work-related challenges

ELIGIBILITY FOR THE EMPLOYEE ASSISTANCE PROGRAM

All employees, including full-time, part-time and seasonal employees.

CONFIDENTIALITY


All information shared with the EAP counselor will remain confidential, and only the employee seeking assistance can authorize disclosure of their information. Exceptions to confidentiality will only be made in cases where there is a risk of harm to the employee or others, as required by law.

ACCESS TO SERVICES

Employees can access EAP services by contacting the EAP provider or the HR department. The EAP provider will provide referrals to licensed professionals for counseling services or other support services as needed.

EAP SERVICES

- Confidential counseling services for personal and work-related issues
- Referrals to community resources and support services
- Crisis intervention services
- Wellness programs and workshops
- Consultation services for managers and supervisors

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DEPARTMENT MANAGER/SUPERVISOR RESPONSIBILITY

Department Managers/ Supervisors are responsible for promoting the EAP services to employees and encouraging them to seek assistance when needed. They should also be aware of the signs of distress in their employees and refer them to the EAP services as appropriate.

The Department Manager/Supervisor may refer an employee to the EAP when addressing performance issues.

EMPLOYEE RESPONSIBILITY

Employees are responsible for seeking assistance from the EAP services when needed and actively participating in the counseling and support services offered. They should also maintain the confidentiality of any information shared during the counseling sessions.

NON-RETALIATION

This policy prohibits retaliation against any employee who seeks assistance from the EAP services.