

EMPLOYEE ASSISTANCE PROGRAM

The Library cares about the health and well-being of its employees and recognizes that personal issues may at times disrupt their personal and work lives. In recognition of this and with the understanding that employees may occasionally need professional assistance and advice, the Library shall make available to all active employees, at no cost, access to an Employee Assistance Program (EAP).

Through EAP, the Library offers confidential access to professional counseling services for help in confronting personal and/or psychological problems. EAP is available to all active employees and certain family members offering problem assessment, short-term counseling and referral to appropriate community and private services.

EAP is a strictly confidential program and is designed to safeguard an employee's privacy and rights. Information given to the EAP counselor may be released only if requested by the employee in writing. The Library shall have no knowledge of an employee seeking assistance through EAP and no information related to an employee's participation in the program is entered into the employee's personnel file. Further, participation in the EAP program does not jeopardize job security or promotional opportunities. However, it does not excuse the employee from following the Library's policies and procedures or meeting required standards for satisfactory job performance except where specific accommodations are required by law.

Employees utilizing EAP services must do so during non-work hours.

There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor may outline community and private services available and indicate whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Employees may speak with the Library's Business Office or contact EAP at 631-289-0480 for more information regarding this benefit.

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