St. Clair County Community Mental Health
Providing Opportunities for Health, Wellness, & Connection

Administrative Policy

Policy Title:	Personnel - Employee Assistance Program (EAP)
Policy #:	06-001-0135

Effective Date:	06/5/2025
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resources Director
Policy Owner:	Jody Kruskie, Labor/Employee Relations Manager
Applies to:	SCCCMH Staff

Purpose: To provide confidential means for employees and their eligible family members to receive support for personal and work-related challenges at no cost to the employee.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to offer an Employee Assistance Program (EAP) to all its regular employees and their *immediate family*.

II. Standards

A. EAP is a confidential support service for employees facing personal and/or work-related problems paid for by SCCCMH as an employee benefit. Employees and their immediate family members are entitled to five (5) sessions per event, per calendar year. There are no charges for the initial five (5) sessions per event, per calendar year. The program is offered through various providers. (See Exhibit A).

B. The aim of EAP is to identify problems and link employees and their family members with the best qualified agency/person in the community. Any assistance provided is done in a strictly confidential manner and SCCCMH is only notified in the case of *job jeopardy* situations. To maintain confidentiality, EAP providers are prepared to refer employees outside of the County if there is the need or the desire on an employee's behalf.

C. EAP provides support for a variety of life's challenges, such as substance abuse, legal, emotional problems, financial problems, marriage and family problems, and health management issues.

D.   Use of EAP can be accomplished by a self-referral, a union referral, or a management referral. However, even with a referral by another source, it is entirely up to the individual involved whether or not they will use the program.

E.   EAP services may be accessed more than one time. At the time the employee requests services, the provider will determine if the issue qualifies as a new contact, or if it is related to previous services, and will assist the employee to find appropriate longer-term counseling, if applicable.

III. Procedures, Definitions, and Other Resources

A.   Procedures

Actions

Action Number	Responsible Stakeholder	Details
1.0	Employee/Immediate Family	1. Make initial inquiry to an EAP provider by calling one of the providers listed in Exhibit A, and request to talk with an EAP counselor, or make an appointment.
2.0	Supervisor	2. Inform employee of availability of EAP services any time the situation warrants, and when corrective/disciplinary action include counseling for the employee. 3. Document in personnel file on form #0703 Employee Disciplinary Report. 4. Notify HR Director of Job Jeopardy referral, and site selected by employee.
3.0	Labor/Employee Relations Manager	5. Request notification from EAP if disciplined employee makes a contact or kept counseling appointment and inform Supervisor of status.

B.   Related Policies

N/A

C.   Definitions

1. *Immediate Family:* Spouse and children/dependents of employees (through the age of 18 years).

2. *Job Jeopardy:* Often a part of progressive discipline, a job jeopardy referral may be made with a stipulation that failure to follow through will result in more stringent measures to be taken in the future, including possible termination. Under such circumstances, the employer is only informed whether or not the employee elected to make the contact and keeps appointments.

3. *Outside Counseling:* There is no cost to the employee/immediate family for the services of EAP through contracted providers; however, if referred to an outside source, there could be one of the following conditions:

    a. Cost could be covered by employee's health insurance plan, or

    b. Cost could be based on a sliding fee scale, according to ability to pay.

    Every effort will be made to locate a community service that is free.

D.   Forms

#0703 Employee Discipline Report

E.   Other Resources (i.e., training, secondary contact information, exhibits, etc.)

Exhibit A: Employee Assistance Programs for SCCCMH Employees

F.   References

N/A

IV. History

- Initial Approval Date: 06/1993
- Last Revision Date: 03/2025   BY: Jody Kruskie
- Last Reviewed Date:
- Non-Substantive Revisions:
- Key Words: Employee Assistance, EAP