

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **5/23**

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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Sub-Contractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall offer an Employee Assistance Program (EAP) to all of its regular employees and their immediate family.

III. DEFINITIONS:

- A. Immediate Family: Spouse and children/dependents of employees (through the age of 18 years).
- B. 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.
- C. Outside Counseling: There is no cost to the employee/immediate family for the services of EAP; however, if referred to an outside source, there could be one of the following conditions:
 - 1. Cost could be covered by employee's health insurance plan, or;
 - 2. 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.

IV. STANDARDS:

- A. EAP is a service paid for by St. Clair County Community Mental Health Board 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 t for the initial five sessions per event, per calendar year. The program is offered through various providers. (See Exhibit A).

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- B. The aim of EAP is to identify problems and link individuals with the best qualified agency/person in the community. Any assistance provided is done in a strictly confidential manner and the Agency is only notified in the case of job jeopardy situations. To maintain confidentiality, EAP providers are prepared to refer you outside of the County if there is the need or the desire on your behalf.
- C. EAP deals with a variety of problems, among them, 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, will assist the employee to find appropriate longer term counseling.

V. PROCEDURES:

Employee/Immediate Family:

1. Makes initial inquiry to an EAP provider by calling one of the providers listed in Exhibit A, and requests to talk with an EAP counselor, or makes an appointment.

Supervisor:

2. Informs employee of availability of EAP services any time the situation warrants, and when corrective/disciplinary action includes counseling for the employee.
3. Documents in personnel file on Employee Disciplinary Report.
4. Notifies HR manager of Job Jeopardy referral, and site selected by employee.

Labor/Employee Relations Manager

5. Requests notification from EAP if disciplined employee makes a contact or kept counseling appointment and informs Supervisor of status.

VI. REFERENCES:

None Available

VII. EXHIBITS:

- A. Employee Assistance Programs for CMH Employees

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VIII. REVISION HISTORY:

Dates issued 06/93, 10/96, 06/98, 07/00, 04/02, 04/04, 04/06, 04/08, 08/09, 08/11, 01/14, 03/15, 03/16, 03/17, 03/18, 05/19, 07/20, 05/21, 07/22.

Employee Assistance Programs For CMH Employees

You can access EAP services at the following locations:

McLaren Port Huron Industrial Health
(810) 982-4980

Professional Counseling Center
(810) 984-4202

Sanilac County Community Mental Health
(810) 648-0330

Lapeer County Community Mental Health
(810) 667-0500

Renewal Christian Counseling Center
(586) 783-2950

NorServ
(810) 329-4798