

# ALLEGAN COUNTY EMPLOYEE HANDBOOK

<b>Category:</b> Employee Benefit Policy
<b>Number:</b> 510
<b>Approved:</b> February 10, 2005, supersedes prior policy
<b>Subject:</b> EMPLOYEE ASSISTANCE PROGRAM

1. **GENERAL:** Through a contract with a local provider, Allegan County provides confidential assessment and counseling programs through an Employee Assistance Program (EAP). Full-time employees, regular part-time employees, job-share employees and part-time Deputies in the Sheriff Department and family members are eligible to receive these services.
2. **SERVICES:** Through a network of qualified providers, eligible employees and family members can receive assessment and counseling services in the following areas:

- Marital and Family issues
- Addictions
- Emotional Problems
- Legal and Financial issues
- Career guidance
- Relationship issues
- Parental care and Aging issues
- Stress, Anxiety and Depression
- Life Enrichment Services

Licensed counselors will perform assessment, counseling and referral services as required. Where coordination with health insurance is required, those services will also be provided.

3. **CONFIDENTIALITY:** Our EAP provider adheres to all state and federal guidelines regarding confidentiality. No information shall be released without written consent except by court order, in the event of threatened harm to self or others, or when child abuse or neglect is suspected. Allegan County Human Resources Department will receive monthly reports of usage, with no identifying information provided.

To receive information on these valuable benefits, contact the Human Resources Department.