



EMPLOYEE ASSISTANCE PROGRAM (EAP) POLICY:

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees and their family members professional, confidential resources to help solve personal problems while assisting employees in certain City sponsored health plans to maximize their reimbursable mental health benefits.

Policy:

It is the policy of the City of Wisconsin Rapids to provide an Employee Assistance Program (EAP) to all employees and their family members at no cost to the employee, regardless of their participation in the City's Health Insurance Plan. The Employee Assistance Program is accessible 24 hours a day, 365 days a year through a phone number provided to all employees at the time of hire. All communication between the employee or family member and the EAP is strictly private and confidential. Confidentiality will be maintained unless the problem or issue, by law, must be referred to a public agency. Participation in the Employee Assistant Program is voluntary for resolution of personal problems that may have an impact on an employee's work or personal life (on either a self-referral or supervisor-referral basis).

Procedure:

1. The Employee Assistance Program is administered by Associated Employee Assistance Services of Wisconsin, Ltd. Offices are located in Wisconsin Rapids and Stevens Point. Employees can meet with counselors at either location.
2. The EAP has a 24-hour telephone service with counselors available as needed: 1-800-540-3758. There are several counselors available, both male and female who specialize in different areas of counseling services. The employee or family member may contact the EAP directly at the above number.
3. If an employee is experiencing performance problems and the supervisor suspects that a personal problem may be a factor in the employee's poor performance, the supervisor should encourage and may require the employee to contact the EAP for assistance in identifying the source of the problem and supply the employee with the EAP's toll-free telephone number.
4. The EAP service is free of charge and continues on that basis with up to eight meetings on a no-fee basis. Sometimes a person will be referred to other services, which may

charge a fee, however, these services may be covered by the City's group health insurance.

Adopted by the McMillan Memorial Library Board of Trustees, August 16th, 2023.