

Iowa County, Iowa  
Policy Manual

Title: Employee Assistance Program	Reference #: HR031
Section: Human Resources	Date Effective/Revised: 9/16/2022
Department (s): All	Approved By: Board of Supervisors

Iowa County retains the services of Connections Inc. Employee Assistance Program (EAP). The goals of this assistance program:

1. To motivate employees to seek help with personal/family problems.
2. To provide a broad panel of consultants with whom employees and dependents can discuss and plan solutions.

Connections Inc. Employee Assistance Program provides assessment and a solution plans for personal and family problems. Experts in law, family finances, parenting and relationship issues, mental health, addictions, childcare, adult and dependent adult/elder care, child rearing, and more are available through the EAP.

Early identification of, and assistance with such problems provides healing opportunities for employee families. Assistance also allows employees to maintain or restore optimum productivity at work accomplishing our organization mission. It is ideal when employees and families seek consultation to overcome personal problems before the effects of problems result in serious difficulties. In some instances, an employee's behavior or work is affected by stress. Human resource staff, managers, occupational health nurses and others in the work setting may encourage EAP consultation for appropriately identifying and resolving these problems.

B. Iowa County may initiate formal written referrals to the employee assistance program. Formal referrals may be in response to work performance problems, violations of company policy or may follow employee self-disclosure of grave personal or family concerns. Formal referrals to the EAP may parallel company disciplinary or corrective action.

C. Iowa County believes it is in the interest of the employee, the employee's family, and the company to provide an employee assistance program within the following guidelines:

1. The Employee Assistance Program will assist company employees and their dependents with identifying personal/family problems and carrying out a plan to resolve these problems. This applies to the broad range of problems which can affect individuals and families, including, but not limited to, alcohol or other drug abuse/dependency, family or marital difficulties, medical and psychological problems, legal problems, financial problems, problems in caring for adult and elderly family members, child care and special needs child issues, adoption consultation, etc.
2. All contacts with the Employee Assistance Program are confidential. No information specific to any employee will be released without the employee's written consent. Program records are confidential.

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3. Employees are encouraged to seek information and assistance with personal problems by contacting Connections Employee Assistance Program 24/7.
4. Use of the Employee Assistance Program is voluntary. Compliance with recommendations made by the Employee Assistance Program counselor also remains the employee's choice.
5. Whether or not the employee chooses to seek assistance from the Employee Assistance Program, acceptable job performance, compliance with company policy and attendance remain the employee's responsibility. Participation in the Employee Assistance Program in no way supersedes other company policies.
6. Leave policy or other related policies and benefits will apply to EAP assessment, treatment for psychological or alcohol and drug problems on the same basis as they apply to other illnesses and health problems as per existing policies.
7. Using the Employee Assistance Program is an indication that employees are serious about staying well. Employee Assistance Program use is a positive life management tool contributing to maximum personal and job success. Employees are assured that their jobs and future with the company will not be jeopardized by using the Employee Assistance Program for any type of personal problem.
8. Face to face assessment and/or brief therapy services, totaling up to 3 hours of outpatient counseling service per year or per problem incident is available to employees and dependents at no out-of-pocket cost under this plan. Specialty support is provided by telephone, mail and web-based service.
9. Payment for treatment or services which may follow an EAP assessment become the responsibility of the individuals receiving such services. In some cases medical insurance or other third party reimbursement may apply to ongoing treatment.