

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 09/86	SECTION: Human Resources	
BOARD APPROVED ON: 09/86	DATE REVISED: 04/2/16, 10/1/2023	SUBJECT: Employee Assistance Program	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 01/16/19, 05/05/21, 05/05/2023, 10/1/2023		POLICY #: ED-011	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

- A. The organization recognizes that the behavioral/medical/personal problems of alcoholism, other drug dependency, emotional/mental illness and poor job performance are highly complex illnesses that can be successfully treated. The strain of financial, family, legal and other problems can be relieved with proper assistance by those qualified to provide the type and degree of assistance required.
- B. The organization assures employees that utilize the Employee Assistance Program (EAP) voluntarily (without a referral for declining job performance) that their job security or promotional opportunities will not be jeopardized.
- C. EAP is designed to provide assistance to all levels of employees and their families who are experiencing behavioral/medical problems that may result in deteriorating job performance.
- D. It is recognized that management and supervisory personnel do not have the qualifications to make any diagnosis or judgment as to whether or not an employee has a behavioral/medical/personal problem.
- E. The organization believes it is the responsibility of the employee to accept a referral for diagnosis and to cooperate with the prescribed treatment or aid recommended. If an employee refuses to accept treatment or aid recommended and the situation continues, it is expected that the employee's case will be handled in the similar manner as any other performance failure.
- F. The decision to seek treatment is the responsibility of the employee, unless a referral is made for a decline in job performance by the agency. If the employee does not cooperate in obtaining treatment and the employee's performance continues to be unsatisfactory, or if the treatment does not result in an improvement in job performance in a reasonable period, the supervisor will review the employee's situation and make a determination concerning the future status as an employee by applying established policies and procedures. Seeking help does not influence the normal disciplinary measures.
- G. The confidential nature of any records of employees with behavioral/medical/personal problems will be preserved in the same manner as all other medical records.

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III. DEFINITIONS

- A. **Personal Problems:** A personal situation involving the finances, marital family distress, legal problems, and other concerns which occupy the mind of the individual to a state that it interferes repeatedly with normal ability and judgment of the individual and interferes with the individual's health, safety and/or job performance.

- B. **Emotional/Mental Illness:** An emotional/mental condition characterized by unrealistic, irrational or inappropriate thoughts to the extent that it affects the individual's health, safety, and/or job performance.

- C. **Alcoholism and/or Drug Dependency:** A chronic and progressive illness manifested in the repeated and uncontrolled drinking of alcohol or the repeated use of a drug characterized by a psychological or physiological dependence to the extent that it affects the individual's health, safety, and/or job performance.

- D. **Poor Job Performance:** The repeated lack of motivation, lack of communication, tardiness, absenteeism, and performance insecurity to the extent that it affects the individual's health, safety, and/or job performance.