



RULES & REGULATIONS

SECTION : 107.06

EMPLOYEE ASSISTANCE PROGRAM

PURPOSE:

To provide employees an avenue in which to seek assistance in dealing with issues including but not limited to: substance abuse treatment, marital therapy, stress reduction, financial problems, and treatment for emotional issues.

SCOPE:

All personnel.

REGULATIONS:

1. Occasionally supervisors will be approached by members who are having personal problems and require assistance. Many times just listening and helping the members reason through the problem will be all that is needed. Other times, particularly with serious alcohol, drug, stress, marital, or financial problems, the member may require professional assistance. This help is available through the Employee Assistance Program.
2. Employees and supervisors must be aware that when a member's personal problems involve violations of City Policies or Departmental Rules, disciplinary action may be necessary in addition to entering the Employee Assistance Program.
3. Any member who has a known drug or alcohol problem is required to seek help through the proper agencies. The Employees Assistance Program (EAP) makes help readily available to all members. Time off will be charged to sick leave.

Reference: City of Memphis Personnel Manual - Employee Assistance Program -PM 62-15

Reference: City of Memphis Personnel Manual – Substance Abuse Policy - PM 62-16.