

Warren-Newport Public Library District **Staff Manual**

324 Employee Assistance Program

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The Warren-Newport Public Library District (WNPLD) cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees resolve their personal issues either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), WNPLD provides confidential access to professional counseling services for help in confronting personal problems such as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP offers problem assessment and short-term counseling, as well as referral to appropriate community and private services.

Employees in the following employment classification are eligible to participate in the EAP:

- Regular full-time employees

The EAP keeps client information strictly confidential and safeguards client privacy. Information given to the EAP counselor may be released only if requested by a client in writing. All counselors are guided by a Professional Code of Ethics.

WNPLD maintains confidentiality concerning an employee's participation in the EAP. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems when they are ignored. No issue is too small or too large, and a professional counselor is available to help those employees who need it. More information about EAP, including how to get in touch with an EAP counselor, is available on the staff intranet page and on the staff bulletin board next to the staff mailboxes.