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## St. Andrews Parish Parks & Playground Commission

### Policy Manual

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**Section:** 4 **Topic:** Employee Assistance Program  
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St. Andrew's Parish Parks and Playground Commission 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 solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

All active employees and their legal dependents are eligible for the benefits under this policy.

St. Andrew's Parish Parks and Playground Commission will contract with an agency specializing in Employee Assistance Programs (EAP), to provide confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles and emotional distress. The EAP is available to all active employee and their legal dependants, offering problem assessment, short-term counseling and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Information given to the EAP counselor may be released only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

Supervisors may also use referrals to EAP as a tool when an employee's behavior changes to the point where it is affecting his performance. The supervisor does not diagnose a problem. He is to suggest EAP to the employee for an evaluation and let the professionals make a diagnosis.

The cost for an employee to consult with an EAP counselor will be paid by the agency for up to four visits. 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 if you ignore them. No issue is too small or too large and a professional counselor is available to help you when you need it.

NOTE: Employees can call our current EAP provider at 843-747-5327 to contact an EAP counselor.