

# Employee Assistance Policy

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<b>POLICY:</b> Employee Assistance			
<b>POLICY NUMBER:</b>	300.15	<b>CUSTODIAN:</b>	Special Projects
<b>APV'D DATE:</b>	10/20/20		
<b>EFFECTIVE DATE:</b>	10/20/20	<b>REVIEW DATE:</b>	10/2020
<b>REFERENCES</b>	The Village Family Services 1-800-627-8220		

**Part 1. Policy Background and Purpose.**

WETCC cares about the well-being of all their employees. Assistance is available to all employees and their families/households through the Village Family Services Employee Assistance Program (EAP).

**Part 2. Definitions.**

EAP is a service to employees and their families/households at no charge.

Formal Supervisor’s Referral is determined by an employee’s immediate supervisor.

**Part 3. Responsibility.**

It is the supervisor’s responsibility to contact the Human Resources Technician to obtain any information for the referral process.

Any employee can access the EAP Helpline by calling 1-800-627-8220. Please identify WETCC as the employer and tell them you are accessing The Village Employee Assistance Program through WETCC / White Earth Reservation.

**Part 4. Policy/**

EAP is an available service to assist an employee or (FAMILY/HOUSEHOLD) with personal issues. The service is completely confidential.

EAP can assist with face-to-face, personal, or on-the-job issues such as:

- physical health
- emotional/mental health
- work and social relationships
- marital/family relationships
- addictions
- legal advice
- financial counseling
- chemical dependency evaluations
- wellness

- problems that may be creating a barrier to successful employments, such as attendance, poor performance, communications problems, etc.

EAP counselors provide confidential problem assessment, primary counseling and referral to another specialist if needed. Services are available to employees and members of their families free of charge and can be accessed by calling 1-800-627-8220.

In certain circumstances, the employee's immediate supervisor may make a referral for services. The referral can be voluntary or mandatory. A mandatory referral may include condition of continued employment or to help the employee with problems that may be creating a barrier to their successful employment.

If the Formal Supervisor's Referral is used, the supervisor may only receive notifications that the employee has completed the sessions and whether the problems was corrected. EAP services are confidential, no personal information is given to the employer or supervisor.