



***WEBER COUNTY SHERIFF'S OFFICE***  
**POLICY AND PROCEDURES**  
**EMPLOYEE ASSISTANCE PROGRAM**

EFFECTIVE DATE: 10/07/03  
 AMENDS/SUPERCEDES: See attached sheet  
 STANDARD NUMBER: 22.2.6

REVIEW DATE: 08/24/09  
 REVISION DATE: 08/24/09  
 APPROVED: \_\_\_\_\_  
 Sheriff Signature

**16.12.1 Purpose**

To make available to Sheriff's Office employees Employee Assistance Programs designed to assist in the identification and resolution of concerns or problems which may adversely affect an employee's personal or professional well-being or job performance.

**16.12.2 Rationale**

Our employees are our most valuable asset. And therefore, we feel it necessary and essential that we provide to our employees an Employee Assistance Program that is intended to assist them with persistent problems that may tend to jeopardize the employee's psychological and/or physical well-being and job performance.

**16.12.3 Policy**

A. Weber County Sheriff's Office makes available to all employees and their dependant family members an Employee Assistance Program operated through Blomquist Hale. In addition all employees who receive medical benefits and their dependents are afforded an Employee Assistance Program operated through the County Insurance Provider. See Weber County Personnel Policies and Procedures, Chapter 6.

1. These programs are available to assist employees with personal, family, financial, substance abuse, or related problems which may be having an adverse affect on employee productivity on the job.
2. Participants are not assessed a fee for services provided by the Programs; however, if long term care is required to solve the problem, the employee is responsible to meet expenses of such long term services.

B. Employees may request assistance on a self referral basis by contacting

Blomquist Hale or the other County provided Program Employee Assistance Professional using the phone number on the employee insurance card, or by contacting the County Department of Human Resources.

1. An employee may notify his/her supervisor or the Sheriff of a problem that is affecting his/her job performance.
  2. Such notification may be made personally or, by signing a release directing the Employee Assistance Professional to notify the Sheriff or his designee of the general nature of the situation and steps being taken to resolve it. Or in the case of the County provided program notify the Director of Human Resources or the Sheriff or his designee.
- C. The Program Employee Assistance Professional will assist the employee in assessing the problem/s and services needed to resolve the problem. The process includes identification and coordination of referral services appropriate for diagnosis, treatment and follow-up. Employee information gained as result of the process will be confidential and only that information authorized for release by the employee will be reported by the Assistance Professional.
- D. An employee's supervisor through the Sheriff or designee may contact Blomquist Hale, or for the County Employee Assistance Program the Director of Human Resources to arrange assistance for an employee whose performance on the job may be adversely affected by personal problems.
1. The employee will be counseled regarding expected performance levels and will be advised of the resources available to the employee to assist in meeting those standards.
  2. Participation in an Employee Assistance Program may be required by the Sheriff as a condition of continued employment.
  3. An employee referred for assistance by a supervisor shall sign an agreement authorizing release of information to the Sheriff or his designee or the Director of Human Resources by the Employee Assistance Professional.
  4. In cases where the employee is cooperating through the release of information authorization, the Director of Human Resources and

the Sheriff may use the information to appropriate allowances for the use of sick leave, revised work assignments, work location and other conditions as necessary to allow the employee to regain full productivity.

- E. All supervisors will receive training on the use and application of the Employee Assistance Programs, supervisor role and responsibility, and identification of employee behaviors which may indicate the existence of employee concerns, problems, or issues that could impact employee performance.
- F. Participation in Employee Assistance Programs may be considered as an option or during coordination of options when reviewing employee conduct as part of the Personnel Early Warning System outlined in Sheriff's Office Policies and Procedures Chapter/Section 25.15.