	<b>COOK COUNTY BUREAU OF HUMAN RESOURCES</b>	
<b>EMPLOYEE ASSISTANCE PROGRAM POLICY</b>		
<b>Approved: April 30, 2018</b>	<b>Effective: May 3, 2018</b>	<b>Page   1 of 3</b>

**A. OVERVIEW**

Cook County (“County”) may provide support and information during difficult times through its Employee Assistance Program (“EAP”). The EAP is a free, voluntary and confidential program that provides problem identification, counseling, referral services and follow-up for employees and their family members.

**B. PURPOSE**

The purpose of this policy is to provide information concerning services offered by the EAP and set forth applicable guidelines for participation.

**C. INTENT**

This policy is intended to be interpreted consistent with and subject to applicable law. It supersedes all previous policies and/or memoranda that may have been issued from time to time on subjects covered in this policy. This policy is not intended to supersede or limit the County from enforcing provisions in any applicable collective bargaining agreement. Should any provision in this policy conflict with a specific provision in the Personnel Rules, the provision(s) in this policy shall take precedence.

**D. SEVERABILITY**

If any section or provision of this document should be held invalid by operation of law, none of the remainder shall be affected

**E. JURISDICTION**


The Bureau of Human Resources (“BHR”) is authorized to develop and issue policies for the effective management of Cook County employees, pursuant to Section 44-45 of the Cook County Code of Ordinances.

**F. AREAS AFFECTED**

This policy applies to all County employees in Departments in the Offices under the President and/or covered by the Cook County Employment Plan.

**G. NONDISCRIMINATION**

Cook County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing, or any other protected category established by law, statute or ordinance, as provided in Section 44-53 of the Cook County Code of Ordinances.

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**H. EMPLOYEE AND MANAGEMENT RESPONSIBILITIES**

Management is responsible for informing employees of the EAP and its services, and referring employees to the EAP as appropriate. However, employee participation in the EAP is completely voluntary.

**I. POLICY AND PROCEDURES**

All employees and their family members may access the EAP and take advantage of its services.

**1. SERVICES RENDERED**

Individuals may contact the EAP for assistance with a variety of concerns, including, but not limited to:


- Stress, anxiety, and mental health;
- Marital or family issues;
- Grief and loss;
- Coping with illness, disability, and other medical/physical condition;
- Compulsive and problem gambling;
- Anger management;
- Conflict at work or home;
- Alcohol or drug dependency; and,
- Related referral services.

Related referral services include, but are not limited to:

- Separation and Divorce;
- Domestic violence and sexual assault;
- Financial assistance; and,
- Child/elder care and services.

**2. GUIDELINES FOR PARTICIPATION**

- a. Referral.** Supervisors may formally refer an employee whose job performance has deteriorated to the EAP. Alternatively, employees may refer themselves and/or their family members to the EAP. In any case, participation in the EAP is completely voluntary.
- b. Cost.** The EAP is a free service. If referral to an outside provider is necessary, and the outside provider charges fees for their services, then the EAP will **not** be responsible for payment of such fees. The employee should discuss acceptable payment for services with the provider which may include employer-sponsored insurance coverage.
- c. Scheduling.** Appointments with the EAP may be scheduled during or after work hours. Appointments during normal work hours are subject to the County's Time

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and Attendance Policy.

**CONFIDENTIALITY**

EAP counselors are legally required to maintain the confidentiality of client information. As such, the EAP will not disclose an individual's participation or information without their written consent, unless required by law.