

CITY OF BRANSON, MISSOURI  
ADMINISTRATIVE RULES

RULE NUMBER 11 REFERENCING ARTICLE 20 OF THE HUMAN RESOURCES MANUAL  
AMENDED 7-10-2012

A RULE PERTAINING TO **EMPLOYEE ASSISTANCE PROGRAM**

**Section 1. Purpose**

The City recognizes that employees may have personal difficulties, which could affect their job performance. These difficulties may be due to physical or emotional illness, finances, marital or family conflicts, alcoholism, drug abuse, legal difficulties, or many other stresses. In cases where the employee's difficulties are persistent and disruptive, it is in the best mutual interests of the employee and the City to provide opportunities for professional treatment.

**Section 2. Administration**

The Employee Assistance Program (EAP) will be administered by the Human Resources Director. The Human Resources Director shall be responsible for maintaining the confidentiality of the records and insuring that the functions of the EAP are properly carried out. Limitations on confidentiality will be consistent with the law and public policy.

**Section 3. Functions**

The Employee Assistance Program (EAP) will function primarily as an intake and referral service for those employees who have either voluntarily sought help for personal difficulties or who have been directed by the Human Resources Director, after consultation with the Director, to seek assistance through the program. Under the supervision of the Human Resources Director, the EAP will compile and maintain all information and records necessary to the task of referring employees to treatment services, programs and institutions in the community. The Human Resources Director will monitor the progress of employees who have been directed to seek treatment through the EAP to the extent necessary to verify that the employee has attended the required sessions.

**Section 4. Employee Use of Leave Time While Seeking and Receiving Counseling or Treatment**

Employees who are receiving counseling or treatment through the EAP are entitled to use all forms of accumulated leave time available to them, including sick leave, vacation time, and compensatory time. Should an employee who is receiving treatment through the EAP exhaust all available leave time, the employee may request a leave of absence without pay, in accordance with

the Human Resources Manual. Such a request will be considered in light of all the circumstances of the case, including but not limited to the manpower needs of the affected City department, the medical needs of the employee, and the degree of good faith effort displayed by the employee in dealing with his problem. Nothing herein shall be construed to require that a leave of absence without pay must be granted in such case.

#### **Section 5. Records to Be Held in Confidence**

All information regarding voluntary and mandatory referrals shall be confidential. Records of mandatory referrals to the EAP shall not be placed in an employee's general personnel file, but shall be kept in a separate confidential folder that will be securely kept by the Human Resources Director.