

Employee Assistance Program

719.1 POLICY

The County of Yolo and the Yolo County Probation Department recognize employees may have personal problems that may be helped with professional intervention. The Employee Assistance Program (EAP) is designed to specifically help employees with problems that prevent them from doing their best possible work.

719.1.1 EMPLOYEE ASSISTANCE PROGRAM

Supervisors and Managers should refer employees to the Employee Assistance Program when it appears that an employee is in need of assistance. The types of issues the Employee Assistance Program can address include but are not limited to the following:

- Marital and family problems
- Alcohol abuse
- Drug dependency
- Credit concerns
- Stress issues
- Emotional problems

When an employee is formally referred to either Mental Health Services or the Employee Assistance Program, the employee's Supervisor must notify the Chief Probation Officer or designee via the chain of command. Information received shall remain confidential pursuant to HIPAA.

719.1.2 GUIDELINES FOR INTERVENTION OR REFERRAL

When staff appear in need of assistance, use the following guidelines:

- (a) If the condition is acute (suicidal, violent, etc.) call 911 immediately and request Mental Health services to evaluate the staff person. Note: Do not accept an "over the phone" assessment.
- (b) If the employee's condition is not acute and he or she is under the care of a provider for mental health services, help that person make arrangements for service even if it means transporting him or her to the service provider, or refer him or her to the Employee Assistance Program.
- (c) If the employee's condition is not acute and he or she is not under the care of a provider for mental health services, refer that employee to the Employee Assistance Program.