

# Employee Assistance Policy

<b>Policy Number</b>	300.15.01	<b>Custodian</b>	Human Resources
<b>Approved Date</b>	10/20/2020		
<b>Effective Date</b>	10/20/2020	<b>Review Date</b>	October 2020
<b>References: The Village Family Services 1-800-627-8220</b>			

## 1. Purpose

To ensure employees have access to assistance and know how to obtain it.

## 2. Persons Affected

2.1. Staff

## 3. Policy

This policy is to ensure the following:

3.1. Assistance is available to all employees and their families/households through the Village Family Services Employee Assistance Program (EAP).

## 4. Definitions

4.1. Employee Assistance Program (EAP). Confidential service to employees and their families/households at no charge. 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 employment, such as attendance, poor performance, communications problems, etc.

Services can be accessed 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.

4.2. Formal Supervisor's Referral. Determined by an employee's immediate supervisor when regular supervisor coaching/input/feedback is not providing results.

## 5. Procedures

- 5.1. It is the supervisor's responsibility to contact the Human Resources Department to obtain any information for the referral process.
- 5.2. 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 were corrected.

### Revision History

Rev. Date	Rev. No.	Revision
01/08/2025	2.	Housekeeping; New Format; Change Custodian Change Human Resources Technician to Human Resources Department
10/20/2020	1.	Original