

Kids Central, Inc. System of Care Policy & Procedure

Series: Human Resources

Policy Name: Employee Assistance Program

Policy Number: 1153

Origination Date: 07/27/06

Revision Date: 10/1/2010

Reference: COA Standard 4.04

Policy

Kids Central, Inc. is committed to the health, safety and well-being of our employees. To that end, Kids Central provides each employee and family member with an Employee Assistance Program (EAP) benefit.

The aim of the Employee Assistance Program (EAP) is to offer external professional, confidential counseling assistance to employees and their families if needed for a problem that affects their well-being, both personally and in the workplace.

Procedure

1. Voluntary EAP Services

The EAP provides confidential assessment, referral, and short-term counseling for individuals twenty-four hours a day/seven (7) days a week at 1-888-293-6948.

2. Mandatory EAP Services

Supervisors may require staff members to utilize the EAP as a condition of continued employment if performance is diminished to the degree that termination of employment is being considered a possibility. Supervisors must work with the Human Resources Department to implement this step into the performance management process.

Human Resources will make a management referral to the EAP and monitor the progress of the employee throughout the process. In the case that an employee is required to utilize the EAP in the performance management process, the Human Resources Department will receive reports from the EAP regarding the employees compliance and progress in the program.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date