

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: EMPLOYEE ASSISTANCE REFERRAL PROGRAM

ANNUAL REVIEW MONTH: October

RESPONSIBLE FOR REVIEW: Chief Nurse Executive

LAST REVISION DATE: March 2009

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**I. EMPLOYEE ASSISTANCE REFERRAL PROGRAM**

The Employee Assistance Referral Program (EARP) is established to help employees, reduce problems in the work force and to retain valued employees. The Chief Executive Officer (CEO) shall annually appoint an Employee Assistance Referral Program Committee composed of staff members who will provide referral sources for employees and review of the EARP.

The Employee Assistance Referral Program is designed to deal with a broad range of problems including alcohol or drug abuse, emotional or behavioral disorders, legal problems, financial problems, relationships with people at work and other personal problems. The program is available to all employees of CSH regardless of job title or responsibility. The EARP is also available to the employee's immediate family members when requested by the employee and approved by the EARP representative, for further referral to the appropriate outside agency or professionals to assist the employee with the resolution of these problems. For purposes of this policy, immediate family members are defined as members of the employee's household or who are legal dependents of the employee, e.g., spouse, or child. Participation in the EARP will not jeopardize an employee's job security or promotional opportunities. Participation in the EARP will not hinder routine job expectations, nor will it excuse an employee from warranted disciplinary action.

Personal problems such as stress, depression, family discord or chemical dependency often prevent employees from performing their jobs. Timely intervention and appropriate referral may help to prevent further deterioration of performance and return an employee to productive employment.

The EARP is offered by CSH at no charge to employees and their families. The program is designed to assist staff with linking to appropriate outside resources. Any cost for outside services will be the responsibility of the employee.

A. Referral to EARP

1. Self-referral: An employee experiencing problems which could cause or is causing a deterioration of work performance may seek timely intervention and assistance by contacting the EARP coordinator at 6710. Information relating to specific EARP services may be located on official bulletin boards.
2. Supervisor referral: A supervisor is defined as a person who provides functional or professional supervision. A supervisor shall assure that each employee is informed of the EARP, and the supervisor should make a referral to the EARP coordinator when the supervisor believes the employee's work performance is being adversely affected by personal problems. If a supervisor is considering adverse action, and is of the opinion that the employee may be in need of the EARP, the supervisor should make a referral to the EARP coordinator.
3. Referral from family members: A family member may also contact the EARP coordinator if there is concern about the employee's personal problems which may adversely affect the work performance. A family member requesting information on referral may contact the EARP coordinator by calling 478-445-6710.

B. Confidentiality

All EARP discussions of personal problems shall be held in a confidential manner. No reference of an employee's involvement in the EARP shall be made in the employee's personnel file. The EARP Committee, counselors and service providers participating in the EARP shall maintain only such notes as are necessary and shall not release the records without written authorization of the person receiving services unless otherwise required by law.

C. Granting Time For Program Participation

Employees may use work time for the initial appointment with an EARP representative. Time for sessions for follow-up to outside sources shall be scheduled during off-duty hours, or other official leave should be requested from the work area.

D. EARP Coordinator

A Coordinator for EARP shall be appointed by the Chief Executive Officer. The Coordinator of the EARP is responsible for developing a pool of outside sources to be used as referrals for employee.

**Approved:**

*This policy has been approved by the CEO and CMO in August 2009.*