

**EMPLOYEE ASSISTANCE PROGRAM  
#200**

**1.0** Davis County believes that it is in the best interest of the County and the public to assist employees who are less than fully productive on the job as a result of personal, family, financial, substance abuse, or related problems. Davis County establishes the Davis Employee Assistance Program to assist employees and return them to full productivity.

**2.0 ELIGIBILITY.** All Davis County Employees and their immediate dependent family members may participate in the Davis Employee Assistance Program. Participants will not be assessed a fee for services provided by the employee assistance program.

**3.0 SELF-REFERRAL.** Employees and their eligible family members may request assistance on a self-referral basis by contacting the employee assistance program provider. The current provider's contact information will be distributed to employees and also will be available in the Personnel Office. If employees who are seeking assistance from the Davis Employee Assistance Program believe it is in their best interest to notify their supervisor or administrative officer that a personal problem may be affecting job performance, they may notify their supervisor personally or may authorize the program to notify the Personnel Director or administrative officer of the general nature of the situation and steps being taken to resolve it.

**4.0 SUPERVISOR REFERRAL.** Supervisors concerned with an employee's job performance and/or behavior may encourage and assist the employee in contacting and participating in the employee assistance program. Employees shall be reminded of the expected performance standards and will receive an explanation of the resources available to them in meeting those standards. Participation in the employee assistance program may be required by the administrative officer as a condition of continued employment. When such participation is required, employees are encouraged to authorize the employee assistance program to release general information to the administrative officer regarding the employee's participation and progress in the program.