


<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Employee Assistance Program
	Policy Reference No:	5-3
	Release Date:	25-March-2021
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 79-1 (C)
	Revision History:	1
	No. of Pages:	1
	Applicability:	All Employees & Volunteers

An employee assistance program (EAP) provides confidential assistance for employees and their families who may be struggling with a personal problem. The Township, through its insurance fund, provides an employee assistance program to Township employees and their immediate family members to assist in the employee's well-being, as well as job performance. Some of the services available include counseling for substance abuse, domestic violence, marriage counseling, dealing with difficult children and many other services.

Participation in the program is voluntary. The employee or family member may initiate the request for help. Confidentiality is assured. No information provided to the EAP provider may be released to the employer without the individual's express, written permission.

Only EAP general statistical information will be provided to the Township and its carrier for program utilization and evaluation purposes.

There is no charge to the employee or their family members for the initial consultation with the EAP Counselor. Each employee is entitled to receive a maximum of four (4) problem resolution sessions free of charge. In some cases, the EAP representative may recommend the employee or family member for additional help. Any fees related to additional services are the responsibility of the employee. Should additional treatment be recommended, the EAP program is available to provide services on a sliding scale basis, or they may even be able to determine if the services can be covered by any medical insurance the employee may have available to them.

Employees should contact their supervisor or the Township Manager for further information on this program.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	25-March-2021	Modified Authority, Release Date, Revision History & Applicability in header	MAC