

**P4-06-011 Employee Assistance Program (EAP)
Revised June, 2017**

~~Henrico County Public Schools offers an Employee Assistance Program (EAP) through an outside agency to all employees and their families. This agency will provide assessment and referral services to employees and their families in areas such as marital problems, family problems, drugs and/or alcohol dependency, and other areas which can affect the productivity of employees. All contact with the agency and any information received will remain strictly confidential. As a management tool, a principal or supervisor may request that the employee participate in the EAP if it is determined this would improve work performance. Employees participating in the Employee Assistance Program are still subject to the standard administrative and disciplinary policies of the school division.~~

Henrico County Public Schools offers an Employee Assistance Program (EAP) to all benefits eligible employees and their families/household members. The EAP provider offers assessment and referral services to employees and their families household members in areas such as marital problems, difficulty in parent/child relationships, drugs and/or alcohol dependency, mental illness, financial problems, and other areas which can affect the work productivity of employees.

All contact with the EAP provider and all information received by the provider will remain strictly confidential. Employees may make arrangements directly with the EAP provider, thereby preserving confidentiality and privacy.

There may be situations in which a supervisor may utilize the EAP as a management tool for matters concerning an employee's work performance. The supervisor/manager may require that the employee participate in EAP when it is determined this may improve work performance. When referred by the supervisor, EAP visits should not require the employee to use sick, personal, or annual leave for appointments.