

ORDINANCE NO. 31-18

AN ORDINANCE AMENDING SECTION XIX OF THE HUMAN RESOURCES POLICY FOR NON-UNIFORMED EMPLOYEES

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

Section 1: The Fort Smith Municipal Code Section XIX is amended to read as follows:

SECTION XIX. - EMPLOYEE ASSISTANCE PROGRAM (EAP)

- A. The City of Fort Smith recognizes that personal issues can sometimes affect an employee's attendance or work performance. Employee assistance programs are designed to help employees and their families work through personal difficulties.
- B. The City's Employee Assistance Program (EAP) can assist employees with a wide range of issues, including parenting, depression, loss, budgeting, stress, interpersonal conflicts, alcohol or drug abuse and other issues. Employees may be referred to the EAP in one (1) of two (2) ways:
 - 1. Voluntary self-referral; or
 - 2. Voluntary supervisor-referral.
- C. Voluntary self-referral.
 - 1. An employee may voluntarily contact the EAP at any time for assistance from the EAP on-call counselor. This self-referral can be completely of the employee's own initiative. The self-referral can also be in response to informal suggestions by supervisors, through whom employees are made aware of EAP services. The EAP contact telephone number will be posted in all departments and will be communicated regularly throughout the City.
 - 2. In some cases, EAP appointments are available after normal working hours or on weekends in crisis situations. If appointments are necessary during normal work hours, the time may be charged to accrued sick leave. If sick leave is not available, time off without pay should be used, or employees may be allowed to make up any hours missed, at the supervisor's discretion.
 - 3. Up to 3 EAP sessions per issue per year may be provided free of charge to each employee. If additional treatment sessions are necessary, they may be covered according to the employee's health plan.
 - 4. Information regarding the reasons an employee is seeking assistance through the EAP is strictly confidential. Supervisors should not ask what the reasons are and, if an employee volunteers any information, it should be treated confidentially.

D. Voluntary supervisor-referral.

1. Voluntary supervisor-referral to the EAP generally occurs in conjunction with some work related matter, such as a performance improvement plan, based on documented performance deficiencies.
2. If a supervisor feels that he or she should refer an employee to the EAP, they should first review the case facts with the Director of Human Resources or HR designee. (The supervisor may or may not have previously talked to the employee informally about seeking assistance from the EAP). Upon agreement that a voluntary supervisor-referral to the EAP is the appropriate action, the Director of Human Resources or HR designee will contact the EAP counselor with the initial information that the employee has been strongly suggested to contact the EAP. The employee's supervisor or the Director of Human Resources or HR designee will contact the employee with specifics relating to the EAP referral.
4. In some cases, EAP appointments are available after hours or on weekends in crises situations. Scheduled appointments for the assessment visits should be recorded as time worked if during working hours. This time will not be counted toward overtime. An employee should not have his or her time docked for voluntary supervisor referred EAP assessment appointments.
5. Up to 3 EAP sessions per issue per year may be provided at no charge to the employee. If additional treatment sessions are necessary, they may be covered according to the employee's health plan and may be charged to sick leave or other paid or unpaid leave, subject to supervisor approval.
6. Although case specifics will be treated confidentially, the EAP counselor will keep Human Resources apprised of an employee's general progress, such as whether they have attended scheduled meetings.

PASSED AND APPROVED THIS 1 DAY OF MAY, 2018.

APPROVED:


Mayor

ATTEST:

Acting Heath M James
City Clerk

APPROVED AS TO FORM:


City Attorney
No publication required