

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM

POLICY NO. 211

PURPOSE:

To describe the County of Los Angeles' Employee Assistance Program.

POLICY:

Harbor-UCLA Medical Center supports participation in the Los Angeles County Employee Assistance (EAP) Program. The EAP provides a system to enable management, supervisors and workforce members to deal with reduced job performance in a constructive manner.

The underlying principles of EAP include recognition that personal problems (e.g., family, alcohol/drug use, financial) can adversely impact job performance of otherwise productive workers. The program is free of charge for County workforce members, and both voluntary and confidential, except for special circumstances that require disclosure by law.

The EAP also provides training for all workforce members on such issues as stress reduction, anxiety management and alcohol/drug problems. It also provides presentations and workshops to supervisors and managers on issues that affect the workplace. Please contact Human Resources Administration, extension 3234 for additional information, or visit the Chief Executive Office website at <http://ceo.lacounty.gov/EAP>.

The EAP does not provide legal or financial services but may provide referral to appropriate agencies for assistance.

PROCEDURE:

A workforce member and his/her dependents may call the EAP intake counselor at (213) 738-4200 for a personal appointment. In addition, supervisors may recommend the program to any workforce member experiencing problems.

Workforce members should be allowed to make one visit on County time as an incentive to consider the program as a helping resource.

Additional visits on County time may be authorized by management if it is determined to be necessary and

EFFECTIVE DATE: 07/22/81

SUPERSEDES:

REVISED: 09/86, 10/92, 08/95, 05/98, 10/04, 09/10, 02/14, 06/17

REVIEWED: 09/89, 10/92, 08/95, 05/98, 02/02, 08/06, 02/14, 06/17

REVIEWED COMMITTEE: N/A

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
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Chief Nursing Officer

Signature(s) on File.

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appropriate. Subsequent visits, if during working hours, may be charged to the employee's accumulated benefits (any visits during working hours must be approved in advance by the workforce member's supervisor).

Use of the EAP by a workforce member does not inhibit the department's right to utilize formal disciplinary action. Referral to EAP does not alter the obligations of the supervisor and workforce member to take action to improve work performance to an acceptable level.