Employee Assistance Policy

Policy Number	300.15.02	**Custodian**	Human Resources
Approved Date	10/20/2020		
Effective Date	10/20/2020	**Review Date**	October 2020
References: The Village Family Services 1-800-627-8220			

1. Purpose

To ensure employees have access to assistance and know how to obtain it.

2. Persons Affected

2.1. Staff

3. Policy

This policy is to ensure the following:

3.1. Assistance is available to all employees and their families/households through the Village Family Services Employee Assistance Program (EAP).

4. Definitions

4.1. Employee Assistance Program (EAP). Confidential service to employees and their families/households at no charge. EAP can assist with face-to-face, personal, or on-the-job issues such as:

- physical health
- emotional/mental health
- work and social relationships
- marital/family relationships
- addictions
- legal advice
- financial counseling
- chemical dependency evaluations
- wellness
- problems that may be creating a barrier to successful employment, such as attendance, poor performance, communications problems, etc.

Services can be accessed by calling 1-800-627-8220. Please identify WETCC as the employer and tell them you are accessing The Village Employee Assistance Program through WETCC / White Earth Reservation.

4.2. Formal Supervisor's Referral. Determined by an employee's immediate supervisor when regular supervisor coaching/input/feedback is not providing results.

5. Procedures

5.1. It is the supervisor's responsibility to contact the Human Resources Department to obtain any information for the referral process.

5.2. If the formal supervisor's referral is used, the supervisor may only receive notifications that the employee has completed the sessions and whether the problems were corrected.

Revision History

Rev. Date	Rev. No.	Revision
01/08/2025	2.	Housekeeping; New Format; Change Custodian Change Human Resources Technician to Human Resources Department
10/20/2020	1.	Original