

	<h1 style="margin: 0;">City of Helena</h1> <h2 style="margin: 0;">Personnel Policy</h2>	Policy number	2-2
		Original Adoption	02-09-1987
		Revision #	6
		Last revision date	October 2015
Section Title	Benefits		
Subject	Employee Assistance Program		

This section covers regular full-time and regular part-time employees.

The City of Helena provides an Employee Assistance Program for all City of Helena employees who are eligible for coverage under the City's medical insurance benefits program, and members of their household. The City of Helena EAP provides an avenue where employees and members of their household can receive voluntary, confidential assistance on personal problems. Assessment and short-term counseling is available at no charge to employees and members of their household.

These services are VOLUNTARY and CONFIDENTIAL. Supervisors may encourage employees to utilize the program at times of declining job performance. Whether or not an employee utilizes this service is their choice and generally will not affect the status of their job. However, in cases of advanced discipline, the employee may be required to participate in order to continue employment.

The City of Helena encourages employees and household members to call for assistance when problems occur. City departments will post the Employee Assistance Program phone number and address in a prominent place visible to all employees. Employees may receive further information regarding the program from the Human Resources Office or on the City intranet site.