

County of Gloucester
Human Resources Manual

CHAPTER:	5 – EMPLOYEE BENEFITS	ADOPTED: 3/7/06
SECTION:	10 – EMPLOYEE ASSISTANCE PROGRAM	REVISED: 5/22/24

The County offers a program called the Employee Assistance Program (EAP). If an employee is experiencing difficulties that interfere with functioning at work and/or at home, EAP is available to assist the employee. EAP helps employees identify problem areas, offers counsel and training. If necessary, referrals are made to appropriate treatment resources. EAP, established through a joint management-labor committee, maintains a coordinated and flexible system of service to help employees and their families.

All contacts with the EAP, whether initiated by the County through referrals or by the employee through direct contact, are handled with the strictest confidentiality.

The program includes, but is not limited to, counsel and training for:

- (1) Emotional Difficulties
- (2) Drug and Alcohol Abuse
- (3) Compulsive Gambling
- (4) Financial Concerns
- (5) Legal Concerns
- (6) Family Issues

Penn Medicine provides the Gloucester County program. Anyone seeking additional information regarding this program, should contact Human Resources at (856) 853-3264 or the Employee Assistance Program directly and toll free at (888) 321-4433.

An employee's participation in EAP is not a substitute for actual improvement in job performance. Where applicable, the employee remains responsible for making any required improvements in job performance whether or not he/she agrees to participate in EAP.

The County may require an employee as a condition of continued employment to go to the EAP as a formal and mandatory referral. Non-compliance of such a referral may result in disciplinary procedures up to and including termination. Depending on the nature of the situation, the EAP may require the employee to a substance abuse professional (SAP). Any costs associated with the SAP are the responsibility of the employee. However, in most cases, this cost is covered by the employee's medical plan.