

Employee Assistance Program

This Policy

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Replaces Policy

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Policy:

Wesley Woods Senior Living, Inc., recognizes that occasionally employees have problems of personal nature that may keep them from doing their job to the best of their ability. Wesley Woods Senior Living, Inc., provides a confidential Employee Assistance Program to help employees deal with these problems.

Procedures:

1. The decision to seek assistance for a problem through the Employee Assistance Program is the responsibility of the employee.
2. An employee wishing help should call the Employee Assistance Office to schedule an appointment.
3. Appointments will be scheduled during the hours of 8:30 am and 5:00 pm Monday through Friday. It is the employee's responsibility to negotiate time off his/her job to seek employee assistance.
4. Supervisors or the Employee Health Nurse may recommend the Employee Assistance Program to employees.
5. The Employee Assistance Coordinators will meet with the employee (1) one to **(6) six** times to discuss the problem. There is no charge for the initial **(6) six** visits.
6. If the employee needs additional assistance, the Employee Assistance Coordinator may recommend a referral source. Once the employee is referred, Fees (if any) will be determined by the fee schedule of that resource.
7. Supervisors may use the Employee Assistance Coordinators for consultation about employees; however, if an employee is referred to the Employee Assistance Program no information will be given to the supervisor about the meetings unless the employee signs a form agreeing that the supervisor may be informed that he/she has been to see the coordinator. No information will be disclosed about the content or outcome of the Employee Assistance session.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources

Date Reviewed: 11/01/02 Revised: 09/01/2007 Adair Maller, Director Human Resources