



Personnel Policies

CITY OF WESLACO, TEXAS

EMPLOYEE ASSISTANCE PROGRAM

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The City's Employee Assistance Program provides professional assistance to employees and their families when they experience personal difficulties. Difficulties may involve, but are not limited to, substance abuse and marital, family, legal or financial problems.

All regular full-time and regular part-time employees and their household members are eligible for telephonic EAP services.

Confidentiality: When an employee utilizes the services of the program by directly contacting the EAP, the City will have no knowledge of the contact.

If misconduct or declining job performance brings illegal or non-prescribed drug or alcohol abuse problems to light, corrective action or termination of employment may occur. Employees, who seek diagnosis and accept treatment for alcohol or drug-related problems before the problems become evident through misconduct or declining job performance, can do so on a strictly confidential basis using the leave policies (sick leave, vacation, personal leave, and unpaid special leave) currently available.

Employees attending EAP sessions may use appropriate leaves of absence, upon approval from their Department Head. When in-person EAP services such as rehabilitation are required, the costs incurred are the responsibility of the employee. Medical Plan Insurance may be used to the extent provided under the individual's health insurance coverage.