



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

EMPLOYEE ASSISTANCE PROGRAM

STATEMENT OF POLICY: The City of Flint is concerned about employees and their family members whose lives may be affected by personal problems. The stresses of daily life often mount, and negatively affect our relationships with others. The City of Flint wants employees to have a source of help, a starting point to face and solve problems that may be disrupting their lives or interfering with their work.

This service gives the employee another choice, professional advice in a confidential surrounding. The program offers professional counseling and referral services. We believe that almost any human problem can be dealt with successfully.

PROCEDURES:

1. Participation in the service is completely VOLUNTARY and CONFIDENTIAL. An employee's job security will not be jeopardized through participation in the program.
2. Up to five free counseling sessions are available each year to all employees and their immediate family members by calling 1-800-336-1491.

The City of Flint encourages employees to utilize this program if a need for counseling arises now or in the future.

DEPARTMENT: HUMAN RESOURCES

