

HUMAN RESOURCES POLICY/PROCEDURE		No. HR-018
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE	Page 1 of 2
SUBJECT: Employee Assistance Program		

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish an Employee Assistance Program policy.

SCOPE:

This policy shall apply to all employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

Personal problems such as alcohol and drug abuse, financial difficulties and impaired emotional health can be devastating situations for anyone to bear. It is the policy of the Authority to assist employees with counseling and referral services that will help in solving personal problems, both on and off the job. To make sure that help is available to you and your family members if the need arises, the Authority offers the Employee Assistance Program (EAP).

The Authority recognizes that personal difficulties can adversely affect job performance. Accordingly, employees experiencing personal problems are encouraged to seek assistance initially from their supervisor or from the Human Resources Department.

Supervisors should be alert to signs of the existence of personal problems among their employees. Supervisors, where appropriate, should try to communicate with employees who seem to be experiencing problems. Indications of personal problems include excessive absenteeism, changes in both behavior and employee attitudes, and substandard job performance. If such indicators become apparent, supervisors are to contact Human Resources regarding the need to refer employees to the EAP.

If an employee's problem seems to require professional counseling, or does not lend itself to an easy solution, the supervisor should refer the employee to Human Resources Department. The Human Resources Department staff will discuss the problem with the employee and arrange for the counseling services that seem appropriate. All referrals and references to EAP are **CONFIDENTIAL**.

Employees may choose to use this program, whenever they may feel the need. Program Posters displaying the telephone number and other pertinent information regarding the program are posted on bulletin boards throughout the organization.

EXCEPTIONS TO THIS POLICY:

Any exception to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director *Byron W. Brooks*

Date *9 January 2002*

Department Director *S. J. J. J. J.*

Date *1/14/02*