



City of Racine Police Department

Policy and Procedure

Number: 121

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| Subject: Employee Assistance Program | | |
| Date Issued: 09-14-84 | Effective Date: 06-10-11 | Revision Number: 3 |

POLICY:

Employees and members of the Racine Police Department are the most valuable resources in the operation of the Department. As such, the welfare of those personnel is important. The City of Racine Human Resources Department has made arrangements with Wheaton Franciscan Healthcare to provide services to those employees and members who may benefit from them.

Wheaton Franciscan Healthcare is the City's designated Employee Assistance Program provider. The services provided by Wheaton Franciscan Healthcare are either no cost or low cost services to the member/employee. Employees and members may utilize other resources, as they desire, to obtain the treatment they need; however, the cost of those outside resources may or may not be covered by the employees' or members' insurance.

Any employee or member can initiate contact with Wheaton Franciscan Healthcare on behalf of another employee or member. The use of any portion of the Employee Assistance Program does not diminish an employee's/member's responsibility to meet job required performance standards. The use of the program also does not provide privilege or exemption from discipline according to standard administrative practices applicable to job performance.

PROCEDURE:

The following guidelines are to be followed when considering (or using) services provided by Wheaton Franciscan Healthcare.

METHOD:

1. Services are offered both in Racine and Kenosha.
2. Opportunities are available for day and night consultations.
3. All services provided are confidential in nature.
4. No information is released to employers without the participant's written consent.
5. Services provided to employees and members of the Department include the following areas:
 - a. Alcohol and Drug Issues
 - b. Stress
 - c. Depression
 - d. Financial & Debt Counseling
 - e. Job Related Issues
 - f. Marriage and Parenting Problems
 - g. Family Relationships
 - h. In-Home Consultations for Families
6. If an employee or member feels the need for the services of Wheaton Franciscan Healthcare:
 - a. He or she can contact them directly.
 - b. He or she is not required to notify any member of the Department or Human Resources when requesting services.

City of Racine contacts for questions are:

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| Human Resources Manager | 636-9475 |
| Benefits Coordinator | 636-9474 |

Wheaton Franciscan Healthcare is located at:

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| 9301 Washington Ave. | |
| Racine, WI 53406 | 262-687-2777 |

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