


# East Lake Tarpon Special Fire Control District

	<b><i>SOP 124 Employee Assistance Program</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 05/2003</b>
		<b>Reviewed Date(s):</b>
	<b>Forms or Attachments: None</b>	

Section 1: A Member Assistance Program (MAP) is an employer paid benefit for the employee and his/her family. A MAP is designed to provide a highly confidential experienced source of help for any employee whose personal problems have grown to the point that they may affect his/her ability to function on the job, at home, or in society. The primary function of the program is to afford the employee needing help with personal problems the professional resources in the community to help them resolve the problems.

Section 2: An MAP includes but is not limited to: Marital, Family, Debt Management, Legal Difficulties, Emotional, Stress, Anxiety, Critical Stress Debriefing, Substance Abuse, Depression, Alcohol related, or Psychological problems.

Section 3: When personal problems appear to affect job performance, the Employer may recommend seeking help, through the MAP. The option to participate remains with the employee.

Section 4: Voluntary admission into the MAP ensures an employee of confidentiality, job security, and shall bear no reflection on the employee's ability for advancement or promotional opportunities.

Section 5: Involuntary admission into the MAP occurs when an employee is referred by the employer because of job performance concerns, or where the employee has received a prior voluntary recommendation for MAP which has been rejected and job performance is affected.

Section 6: Mandatory admission into MAP shall include SOP 125, in which participation in a MAP is a condition of continued employment.

Section 7: Any employee shall authorize a release of confidentiality for any admission into a MAP as the result of a formal disciplinary action. This allows the Employer to monitor the progress of rehabilitation for which the formal discipline was issued.