



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Stress Management Policy – Non-Uniformed Employees
Creation Date: January 10, 2007
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Prepared By: City Attorney's Office
Approved By: City Manager
Legal Review: Elizabeth M. Rhumann

DESCRIPTION: Stress Management Policy – Non-Uniformed Employees

Policy: The City of El Paso believes that it is beneficial to the organization to have available to the employees an employee assistance program. The program shall satisfy and conform with the following criteria:

- A. The program will provide individual evaluation and counseling to employees who are referred to the program. To that end, the City, on an independent contract basis, shall engage the services of an expert in stress management whose office will be located in the City of El Paso. The expert's duties will be to devise, implement and operate a counseling program covering the identification and treatment of stress.
- B. There shall be three (3) methods of entry into the program:
 - 1) Supervisory referral
 - 2) Voluntary participation
 - 3) Post trauma referral

Supervisory referral results when a supervisor, working in conjunction with the Human Resources Director, has good cause to believe that the employee should be referred to the program. The supervisor, working in conjunction with Human Resources personnel, may recommend that an employee be required by their Department Head to be referred for evaluation and recommendation and such treatment as may be deemed necessary by the expert. To this end, supervisory personnel shall be trained in the recognition of stress. Failure of an employee to comply with the order of referral will subject the employee to appropriate disciplinary action.

The voluntary participation method involves any employee who voluntarily seeks the services of the Employee Assistance Program. Any employee may request referral to the program.

Post-trauma referral applies to any situation where the employee has witnessed a serious injury or death, resulting in emotional or psychological distress which the immediate supervisor of the employee believes provides good cause for referral of the employee to the program

- C. All conversations between the employee and the expert employed in connection with the program and records maintained by the expert shall be considered privileged. If the expert concludes that an employee constitutes a clear danger to himself/herself or others, the expert shall immediately notify the Human Resources Director of said danger. In any such case, the City may immediately place the employee on leave of absence pursuant to Rule 6 of the Civil Service Rules until such time as the employee is released to return to work by an appropriate medical professional. In cases where an employee is referred to the program by the Department Head and/or the Human Resources Director, the expert shall report to the City only compliance or noncompliance with treatment recommendations made by the expert. The expert shall report to the City that no further participation by the employee is required, upon such determination.
- D. This program shall be designed to provide assistance to the employee in order to manage problems of stress affecting the ability to effectively perform his/her duties.
- E. This program shall not be construed as preventing the City from requiring independent evaluation of an employee by an appropriate expert of the City's choice.

APPROVED BY:



Joyce Wilson, City Manager

11/20/12
Date