

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE ASSISTANCE PROGRAM POLICY & THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK, AND DECLARING AN EMERGENCY**

WHEREAS, Brewster Village Council desires to adopt an Employee Assistance Program Policy and to modify the Village Employee Handbook to include an Employee Assistance Program Policy.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:**

**SECTION 1:** The Village shall adopt an Employee Assistance Program Policy as defined below and shall add Section 5.08 – Employee Assistance Program Policy to the Village Employee Handbook as follows:

**5.08 Employee Assistance Program Policy**

**A. General Description of Employee Assistance Program**

The Village of Brewster's has entered into contract with LifeServices EAP to provide Employee Assistance Program (EAP) to help eligible employees and their immediate families with a wide range of problems. LifeServices EAP and the Village of Brewster have developed the EAP designed to aid employees and their family members in resolving personal difficulties. The EAP provides up to six (6) counseling sessions at absolutely no cost to the employee. Referral issues may include but are not limited to:

- Family/Marital Problems
- Depression
- Stress/Anxiety
- Childhood Development
- Career Development and Guidance
- Anger Control Problems
- Drug/Alcohol Issues
- Sexual Abuse
- Addictions
- Retirement coaching

In addition to counseling, LifeServices EAP offers a variety of additional services including but not limited to:

- Free 30 minute legal consultation (with 25% discount if attorney is retained)
- Free 30 minute financial consultation
- Unlimited telephonic assistance by childcare specialist
- Unlimited telephonic assistance by eldercare specialist
- Monthly webinars
- Robust website with articles, tip sheets and educational offerings

**B. Eligible Employees**

All employees, immediately upon hire, may use this program. This specifically includes all part-time employees, such as part-time police officers and firefighters, as well.

**C. Confidentiality**

EAP services are confidential. All employee conversations and all records pertaining to their involvement with the EAP shall remain strictly confidential. No record of treatment will be released to any source without prior written authorization from the employee/client.

**D. Appointments**

LifeServices EAP offers morning, daytime, and evening appointments. All services can be accessed by calling 1-800-822-4847. Counseling and coaching appointments are available at locations throughout Stark County and the surrounding counties.

**E. Emergency Services and Consultations**

An on-call clinician is available to all LifeServices EAP clients twenty-four hours a day, seven days a week to assist with emergencies. Emergency telephone consultations are available by contacting LifeServices

EAP at any time and indicating that you urgently need to speak to a therapist. Emergency appointments will be scheduled within twenty-four hours.

**F. Cost of Employee Assistance Program**

The cost of this program is paid in full by the Village of Brewster and requires no employee participation unless services are extended beyond the defined limits. In that case, services may, in part, be covered under the Village’s employee medical insurance.

**G. Additional Information About Employee Assistance Program**

Additional information on these services may be obtained from:

- LifeServices EAP, by calling 1-800-822-4847, and/or
- LifeServices EAP, at <http://www.lifeserviceseap.com/> , and/or
- the Village Administrator, and/or
- the Village Clerk-Treasurer

**SECTION 2:** The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

**SECTION 3:** This ordinance is an emergency to provide the benefits of this program to Village employees in a timely manner and shall be in full force and effect at the earliest date provided by law.

**PASSED UNDER EMERGENCY on June 3, 2019**

---

Mayor Michael E. Schwab

ATTEST:

---

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on June 3, 2019

---

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni’s IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

---

Clerk K. Kris King