

**Town of Mashpee  
Board of Selectmen**

**Policy No: 02**

**Employee Assistance Program**

The Town of Mashpee maintains an Employee Assistance Program (EAP) designed to offer help to employees who have personal problems that impair their work attendance or performance. These may be problems such as excessive drinking, drug misuse, or marital, legal, financial, or emotional difficulties which result in absenteeism and/or deteriorating job efficiency.

We recognize that many influences may detract from a person's effectiveness – particularly personal problems which affect him/her or his/her family. In order to serve the needs of our employees, we hope through this program to acquaint them with the appropriate community agencies or resources. Thus, their services as valuable employees may be continued and the humanitarian goal of saving individuals and their families from disintegrating forces will be fulfilled.

The Employee Assistance Program is remedial. The Town of Mashpee recognizes that alcoholism and chemical addiction are treatable illnesses. The purpose of the Employee Assistance Program is to help the individual overcome his/her problem and to restore him/her to full job efficiency. Guidance and counseling are also available to an immediate family member, because a behavioral problem of a family member may affect the employee's performance and general well-being. Further, the Town of Mashpee agrees to maintain confidentiality of all matters pertaining to this program.

The Town of Mashpee recognizes that emotional illness is not a criteria for punishment or termination of an employee. No employee will have his job security or promotion opportunities jeopardized by his request for counseling or referral. Likewise, participation by an employee in a course of treatment in no way relieves the employee from being subject to all established organizational rules.

The Program is designed to:

- Identify the problem at the earliest possible stage
- Motivate the individual to seek help
- Direct him/her toward the best assistance available

***Adopted by the  
Mashpee Board of Selectmen  
February 4, 1991***