I. Purpose

The City of Pasadena is aware that a wide variety of personal problems may create difficulties on the job as well as at home. The City's goal is to resolve personal problems before they adversely affect a family's health and happiness or an employee's ability to perform his/her job effectively.

Therefore, whenever possible, the City will establish and administer an Employee Assistance Program. The City's goal is to provide preventative information, as well as professional, confidential assessment and consultation services for employees and their families. This may include an assessment and evaluation to the point of resolution, or referral, consistent with City of Pasadena medical insurance or other available resources, and follow-up on referrals to ensure employees are properly cared for.

The Purpose is Threefold:

A. Remedial, in that the City recognizes that early, professional assistance may result in solutions to existing problems, and that through the program, and employee can benefit from such assistance, thereby maintaining acceptable job performance.

B. Prevention, in that the City believes that a program of information and education will enable an individual to anticipate and be prepared to handle circumstances, events or situation which may otherwise lead to serious and lasting personal problems.

C. Critical Incident Debriefing - to provide critical incident debriefing as an adjunct to other prevention programs for unique or traumatic circumstances.

II. Confidentiality

The City emphasizes that employee problems will be handled in a forthright manner, within established procedures, and that all discussions, information and records will be maintained in the highest degree of confidentiality.